



SCHOOL CATALOG

January 1, 2025 – December 31, 2025

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Table of Contents

GENERAL INFORMATION.....	3
ADMINISTRATION AND FACULTY	4
INSTITUTIONAL POLICIES AND INFORMATION.....	5
INTERNATIONAL STUDENTS.....	8
STUDENT SERVICES	9
ATTENDANCE AND ACADEMIC POLICIES.....	12
PROGRAMS.....	22
TUITION AND FEES.....	30
REFUND POLICY	31
STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND	33
GRIEVANCE PROCEDURE.....	35
CONSUMER PROTECTION.....	36

GENERAL INFORMATION

Accreditation

Accredited by the Accrediting Council for Continuing Education & Training.
 1722 N Street, NW, Washington, DC 20036
 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306
 Website: www.accet.org

Approval and Disclosure Statement

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.

The following programs are offered. All instruction is in English. California Language School offers English as a Second Language, as indicated below:

<u>Program</u>	<u>Clock Hours</u>
ESL Beginning 1a	198
ESL Beginning 1b	198
ESL Beginning 2a	198
ESL Beginning 2b	198
ESL Intermediate 1a	198
ESL Intermediate 1b	198
ESL Intermediate 2a	198
ESL Intermediate 2b	198
ESL Advanced 1a	198
ESL Advanced 1b	198
ESL Advanced 2a	198
ESL Advanced 2b	198
TOEFL	792
ESL Short Intensive	72

Prospective students are encouraged to visit the physical facilities and to discuss personal educational and occupational plans with school personnel before enrolling or signing enrollment agreements.

California Language School does not participate in state or federal financial aid programs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916) 263-1897.

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 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site www.bppe.ca.gov.

California Language School has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

California Language School is accredited by an agency recognized by the United States Department of Education (USDE). Students are not eligible for federal financial aid programs.

ADMINISTRATION AND FACULTY

Administration

Angie Suh, M.A.	Chief Executive Officer (School Director)/Chief Academic Officer, Principal Designated School Official (PDSO)
Daniel Bahng, M.Div.	School Manager/Chief Operating Officer/Chief Academic Advisor, Tech Support/Admission Representative/Designated School Official (DSO)
Dr. Joan Pagnotta, Ph.D.	Academic Advisor
Ariana Ylanan, B.A.	Office Manager
Ariel Labasan	Receptionist

Faculty

Parounag M. Kulhanian (Rooney), B.A. – TOEFL/ESL Head Instructor
 Aliann Safavi Hwang, B.A., M.A. - ESL Instructor
 Paula Deeeljalde, B.A. – ESL Instructor
 Gannon Kenney, B.S. – ESL Instructor
 Jordan King, B.A. – ESL Instructor
 Michael Hardman – ESL Instructor

INSTITUTIONAL POLICIES AND INFORMATION

Institutional Mission

Our mission at California Language School is to furnish all CLS students in a non-discriminatory manner with English as a Second Language (ESL) instruction by employing qualified, professional, and motivated instructors who maintain student engagement and assist students in all their language acquisition goals. Also, our mission is to help students develop an appreciation for cultural diversity; to acclimate them to the American way of life; and to encourage lifelong learning, personal growth and development. We anticipate a variety of individual learning styles and accommodate these by implementing age-appropriate methodologies.

Goals

California Language School strives to incorporate an understanding and fond appreciation of American societal norms and customs through community activities, school activities, and a variety of outings (limited, due to the pandemic). Moreover, CLS embraces strong ethical principles, affording students the benefit of studying in comfort while experiencing professionally, ethically, and socially enriching surroundings where close attention is paid to students' physical and emotional health and wellbeing. Ultimately, one of our highest goals is to ensure student safety through a reliable, clean, and fully equipped learning facility that will foster the academic efforts of all our students.

Observed Holidays

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
	Winter Break

Students will be on holiday recess for approximately two weeks to celebrate Christmas. A two (2) week notice of dates will be published 30 days before the recess. California Language School reserves the right to modify this schedule with thirty (30) days' advance notice to students. Students also have a two-week break between each 11-week session.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at California Language School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in a California Language School program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 California Language School to determine if your credits or certificate will transfer.

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

California Language School does not award credit from transfer of credit, challenge examinations, achievement tests, or based on experiential learning.

Transfer or Articulation Agreements

This institution has not entered into any transfer or articulation agreements with any other college or university.

History of the School

California Language School was established in 1995 as a non-degree institution, approved for operation by the former Bureau for Private Postsecondary and Vocational Education. California Language School was approved to issue I-20s to international students by the Student and Exchange Visitor Information System (SEVIS) in 1997.

Facilities, Equipment, and Materials

All instruction takes place in a residential (in-person) format at California Language School, which is located at 3699 Wilshire Blvd., Suite 580, Los Angeles, CA 90010. The facility provides approximately 5200 square feet of classrooms, offices, a breakroom, a library, and a conference room. The facility can accommodate 225 students at a time.

The facilities include approximately 20 computers for student use. Internet access is available to all California Language School students during regularly scheduled school hours. Students will utilize a textbook in each program.

Admissions Process

Prospective students are invited to visit the school and discuss their needs, goals, and objectives with the Admission Representative. California Language School uses the Michigan EPT Placement test to determine which program the prospective student will start in. The following test scores are used as a guide for English placement, as well as the student's interview with the Admission Representative.

CLS Michigan-EPT Placement Test Score Results

Program	Percentage
ESL Beginning 1a	0-17%
ESL Beginning 1b	18-35%
ESL Beginning 2a	36-42%
ESL Beginning 2b	43-49%
ESL Intermediate 1a	50-60%
ESL Intermediate 1b	61-68%
ESL Intermediate 2a	69-74%
ESL Intermediate 2b	75-81%
By this level, you are eligible to take the TOEFL program.	
ESL Advanced 1a	82-83%
ESL Advanced 1b	84-87%
ESL Advanced 2a	88-94%
ESL Advanced 2b	95-100%
TOEFL	82- 100%

Procedure for Enrollment

1. Application and Interview:
 - The applicant schedules an appointment for an interview with the admissions representative.
 - CLS provides each applicant with a copy of the catalog and School Performance Fact Sheets for each program offered.
 - Upon arrival, the applicant completes the CLS application form.
 - The applicant is then given a tour of the facilities, including an overview of classroom instruction and activities.
 - The applicant must be 18 years of age or older.
 - A financial interview is conducted.
2. Admission Decision:
 - The school reserves the right to accept or reject an applicant based on admissions documentation submitted or not submitted.
 - If all admission requirements are met, and the applicant demonstrates motivation and readiness to commit financially and personally to the program, an enrollment agreement is signed.
3. Payment and Registration:
 - The applicant pays the application fee, if applicable.
 - Full tuition or the first installment of tuition is due on or before the seventh consecutive day of class unless alternative arrangements are made. TOEFL students pay tuition in four (4) eleven (11) week increments.

4. Orientation:
 - During orientation, the following topics are reviewed: academic and attendance policies, tardiness, early departure, academic progress reports, student responsibilities, and the importance of regular study. In addition, during orientation, the emergency preparedness plan is reviewed and maintained at the front desk.
 - The services provided by the school and the expected conduct of students are also discussed.
 - All enrollment and financial documentation are due on the orientation day, and any questions will be addressed.
5. Requirements for International Students:
 - In addition to the above, international students must submit the following documents:
 - A bank statement demonstrating financial eligibility
 - A copy of their passport
 - Issuance of the U.S. Form I-20 to maintain F-1 Visa status
 - Completion of the I-901 payment to validate the I-20 form
 - After all admission requirements are met, the enrollment agreement is executed and SPFS is completed for the program of enrollment.

INTERNATIONAL STUDENTS

Maintaining Your F-1 Status:

- ✓ *Full Course of Study:*
 - 18 hours/week (classroom)
- ✓ *Address Updates:* Report any address change to your DSO within 10 days (in person, phone, or email).
- ✓ *Travel:*
 - Consult your DSO before international travel.
 - Ensure your SEVIS record is active and your I-20 is signed within the last year.
 - Do not leave the U.S. for more than 5 months.
 - Obtain your DSO's emergency contact information.
- ✓ *Driving:*
 - Obtain a driver's license from your local DMV.
 - Required documents: I-20, passport/visa, proof of residence.
- ✓ *Document Safety:* Keep passport, I-20, DSO contact, SEVP contact, financial records, cash, and travel documents in a safe place.
- ✓ *Emergency Preparedness:*
 - Refer to the hardcopy of the CLS Emergency Preparedness Plan, reviewed during orientation, at the front desk.
 - Visit FEMA and Ready.gov websites.
- ✓ *Working:* Unauthorized work is illegal. Consult your DSO about authorized work options.
- ✓ *School Transfers:*

- Maintain F-1 status during the transfer process.
- Consult with your current and new school's DSOs.
- Terminated SEVIS records may still allow transfers; consult your DSO.

Legal Disclaimer:

- ❖ The information provided is for general guidance only, and F-1 students are responsible for staying up to date on all applicable regulations.

STUDENT SERVICES

Student Parking

Student parking is available in a parking facility and/or areas adjacent to the school building. California Language School is not responsible for parking violations, property theft, property damage, etc. Please keep the vehicle always locked. A quarterly parking permit can be purchased from the Office Manager.

Advising

The staff of California Language School makes every effort to maintain close communication with its students. Before students complete their CLS program, they are encouraged to meet with the Academic Advisor to discuss the best options for their further training. Based on their individual educational goals.

Visa Service

California Language School is committed to supporting international students with their visa needs and maintaining their F-1 status. The School Director (PDSO) and the School Manager/Student Administration (DSOs) are available during school hours to provide comprehensive assistance, including visa services, academic advising, information on F-1 regulations, and guidance related to status maintenance.

Tutoring

California Language School offers tutoring services at no cost Monday through Thursday, with 24-hour advance notice required. Students who feel they are falling behind or struggling with the material are encouraged to utilize this free support service.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documentation maintained by the

institution. Written consent is required before education records may be disclosed to third parties except for regulatory education agencies. Students wishing to review their file must make an appointment with the appropriate department. All appointments must be made during regular business hours. At no time may the student and/or parents remove, destroy, or damage any documents or contents in the file.

Student Records

The Family Educational Rights and Privacy Act of 1974 prohibits an institution from releasing the student's records or any other information about the student to any third party without the written consent of the student. CLS protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their files. Student records will be maintained electronically.

Records maintained for five years from the last date of attendance:

- The graduation award granted and the date on which it was granted.
- The courses and hours on which the diploma was based.
- The grade earned by the student in each of those courses.
- Admission records
- Financial record
- Academic records
- Advisory Notices
- Complaints

California Language School maintains student transcripts permanently. Information on transcripts include the following:

- Courses or educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades or evaluations given to the student;
- Graduation awarded the student; and
- The name, address, email address, and telephone number of the institution.

Library (Resource Center)

A reference library is available to all students to provide English language resources that may aid them in their program of study. Students may use the reference books while visiting the library but are asked not to remove materials that may be needed by other students. Students who need articles or information photocopied are asked to contact the Office Manager, who will be happy to accommodate them. The Resource Center is open during regularly scheduled school hours.

Student Lounge

A student lounge is available for the convenience of all students. Students are asked to dispose of all eating and drinking containers in the appropriate refuse container located in the student lounge.

Housing

California Language School does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. According to HomestayMatch.com for Los Angeles, CA, rental properties start at approximately \$1,200.00 per month.

Field Trips

California Language School encourages students to participate in voluntary field trips outside of class hours to explore American culture and apply their English skills in real-world settings. These outings provide a refreshing break from the classroom, making learning more interactive, engaging, and enjoyable.

Field trips offer hands-on experiences that create lasting memories, helping students retain information more effectively. By interacting with native speakers in a low-pressure environment, students can build confidence, improve communication skills, and overcome the fear of speaking English. These experiences also allow students to practice essential everyday skills, such as asking questions, giving directions, ordering food, and making small talk, all of which enhance social interaction and cultural understanding. Experiential learning strengthens vocabulary retention by combining visual, auditory, and physical experiences, making language learning both fun and practical.

Every 11 weeks, California Language School will organize a field trip to destinations that provide meaningful cultural and linguistic experiences. These may include restaurants, museums, iconic landmarks like the Hollywood Walk of Fame, Santa Monica Pier and Beach, Point Vicente Lighthouse (Rancho Palos Verdes), or theme parks.

Trip details will be announced in class by instructors, and a sign-up sheet will be available at the reception desk. To proceed with the trip, a minimum of 20 students must sign up by Thursday of the week before the scheduled trip. If the minimum requirement is not met, the trip will be canceled for that term.

Beyond organized trips, students are encouraged to explore new cities, restaurants, and cultural attractions on their own to further immerse themselves in American culture and enhance their language learning journey.

ATTENDANCE AND ACADEMIC POLICIES

Period of Attendance

A “Period of Attendance” is 198 hours over 11 weeks and 72 hours over four weeks for the Short Intensive program.

Attendance Policy

California Language School maintains accurate attendance records for all students. Students are responsible for scanning their ID cards in the student attendance system. Upon arrival and departure to ensure proper recording. All students must attend at least 18 hours per week and maintain a minimum cumulative attendance rate of 80% throughout their program to demonstrate Satisfactory Attendance Progress and avoid potential disruptions to their training. Excessive absences may result in attendance probation or termination.

As a federally authorized institution enrolling non-immigrant students, CLS enforces strict attendance requirements for F-1 visa holders. Additionally, all students falling below 80% cumulative attendance will receive a written warning, followed by attendance probation for continued non-compliance. Failure to meet attendance requirements may lead to F-1 visa termination, potentially impacting their immigration status.

Students whose F-1 status is terminated may apply for reinstatement with U.S. Citizenship and Immigration Services (USCIS). All students are responsible for understanding and adhering to the CLS Attendance Policy.

Absences

Students who miss ten (10) consecutive class days without an approved leave of absence will be terminated. For F-1 visa students, SEVIS will be notified of any unapproved absences that last for ten (10) consecutive class days.

All students must maintain a minimum attendance rate of 80% from the first day they start classes at CLS until they complete their program. This means that absences cannot exceed 20% of the total program hours. If a student’s attendance falls below this threshold, whether due to any type of absence, they are required to complete make-up work, which is permitted only once during each 11-week period of attendance. If a student’s attendance remains below 80% at the end of an evaluation period, they will be placed on attendance probation. Make-up hours are not available to students in the 4-week program.

The policy allows for a maximum of 14.4 hours of excused absences in a 72-hour program and up to 10 days (or 40 hours) of excused absences in each 11-week period of attendance. Both excused and unexcused absences count toward the 20% threshold that triggers the need for make-up work.

Tardiness

California Language School expects students to be punctual for all classes. Students arriving within 10 minutes of the scheduled start time will be marked tardy but will be admitted to class and will receive attendance credit after their arrival time. All tardies will be documented in the student attendance computer system and on the class roster. Three documented tardies are equivalent to one class absence.

Early Departure

California Language School expects students to remain in class for the entire session. Students leaving within 10 minutes of the scheduled end time will be considered to have left early. Students must inform the instructor before departing early. All early departures will be documented in the student attendance system and on the class roster. Three documented early departures are equivalent to one class absence.

Make Ups

At California Language School, we understand that occasional absences may occur. To help you maintain consistent progress in your language studies, we offer a make-up policy designed to support your learning journey. Students who miss a class are eligible to schedule make-up hours, which must be completed within two weeks of the missed class. Make-up hours are offered on Fridays, outside of regular class times, for a fee of \$8.00 per hour. Students are allowed a maximum of 18 make-up hours per 11-week period of attendance. Furthermore, missed assignments and tests must also be completed within two weeks of your return to class. Extensions may be granted in exceptional circumstances, but a request must be submitted to the School Director in advance. Make-up hours are not available to students in the 4-week program.

Students with a significant number of absences will be required to meet with the School Director to discuss their Satisfactory Academic Progress (SAP) and develop a plan to ensure continued success. The goal of this meeting will be to find solutions to help the students continue to progress within their language studies.

Attendance Probation Policy

Students whose attendance falls below 80%, in an 11-week period of attendance, of the required 18 hours per week within any four weeks, will receive verbal and written warnings and be placed on a

four-week attendance probation. The School Director will work with the student to develop a plan to improve attendance and ensure they are making Satisfactory Academic Progress (SAP). This plan may include make-up work for missed assignments and/or exams.

During the four-week probation period, the School Director and student will review progress at the two-week mark (midpoint). Upon the student's successful completion of the agreed-upon plan and improved attendance (reaching and maintaining 80% or higher), the attendance probation will be lifted.

If, after the four-week probation period, the students' attendance remains below 80%, they will be terminated on the first school day following the end of the four-week written notice to improve. Students whose F-1 status is terminated may apply for reinstatement with U.S. Citizenship and Immigration Services (USCIS). All students are responsible for understanding and adhering to the CLS Attendance Policy.

ESL Short Intensive:

All students whose cumulative attendance falls below 80% at the end of the program will receive verbal or written notification of their unsatisfactory attendance and a failing grade ("F") for the program. Students who do not pass the ESL Short Intensive program may request re-enrollment and will be placed on probation with a documented learning plan. The ESL Short Intensive program may only be repeated once while the student is on probation. Student visa status remains active during probation.

If, during re-enrollment in the ESL Short Intensive program, the student fails to achieve a cumulative grade average of 70% higher, they will be withdrawn from the school, SEVIS will be notified, and non-F-1 students will be dropped or dismissed from the program

Academic Probation Policy

Students whose cumulative grade average falls below 70% during any progress evaluation will be notified (either verbally or in writing) of their unsatisfactory progress and will be placed on academic probation. This probation will be accompanied by a documented learning plan, outlining specific areas for improvement.

Both F-1 and non-F-1 students who fail to meet the required minimum cumulative grade average of 70% by the next evaluation period will be granted an additional probationary period to meet the academic standards. During this probation, the student's visa status (for F-1 students) remains active, and non-F-1 students will not be dropped or dismissed from the program.

If, after the second probationary period, the student still does not achieve a cumulative grade average of 70% or higher, they will be withdrawn from the program, and SEVIS will be notified for F-1 visa students. Non-F-1 students will also be dropped or dismissed from the program.

In cases where students fail to meet the 70% grade average by the end of the 11-week period of attendance (and have not already been placed on probation), they will be required to repeat the program. If they choose to re-enroll, they will begin the new term on probation. Students may not remain on probation for more than two consecutive evaluation periods under the academic probation policy.

ESL Short Intensive:

All students whose cumulative grade average falls below 70% at the end of the program will receive verbal or written notification of their unsatisfactory progress and a failing grade ("F") for the program. Students who do not pass the ESL Short Intensive program may request re-enrollment and will be placed on probation with a documented learning plan. The ESL Short Intensive program may only be repeated once while the student is on probation. Student visa status remains active during probation.

If, during re-enrollment in the ESL Short Intensive program, the student fails to achieve a cumulative grade average of 70% higher, they will be withdrawn from the school, SEVIS will be notified, and non-F-1 students will be dropped or dismissed from the program

Appeal for not meeting Student Academic Progress (SAP)

Students who disagree with their progress report (SAP) or probationary status may appeal the decision. The student must submit a written appeal to the School Director within five (5) business days of the progress report meeting. The appeal must include all relevant documentation supporting the student's position. Such documentation may include, but is not limited to:

- Evidence of extenuating circumstances that affected academic performance (e.g., documented illness, family emergency).
- Documentation demonstrating academic improvement since the progress report meeting.
- Specific examples of alleged errors in the progress report.

The School Director will review the appeal and render a written decision within seven (7) business days of receiving the appeal. The student will be notified of the decision in writing. The Director's decision is final.

Leave of Absence Policy (LOA)

Students requiring a Leave of Absence (LOA) must submit a written request to the School Manager at least ten (10) academic days before the desired start date. The request must include the reason for the LOA, the expected return date, the initial request date, and the student's signature. Submitting a request does not guarantee approval; CLS reserves the right to deny any LOA request for any reason. An LOA may be granted for a period of *no longer than half the published program length*. Only one LOA will be granted per student within any 12-month enrollment period. No LOAs are permitted for the four-week program.

If the LOA is approved, the student may return before or at the end of the LOA and resume training without additional tuition. However, students must understand that an approved LOA will result in a revised program completion date and a delay in graduation.

If a student does not return from an approved LOA, they will be considered withdrawn. A warning notice will be emailed and a phone call made to the student. If the student fails to respond within 72 hours of the notice or call, CLS may dismiss their enrollment. For F-1 visa students, the termination will be reported to SEVP via the student's SEVIS record. Non-F-1 students will be dismissed from the program.

Failure to submit a Leave of Absence Request Form before beginning the LOA, followed by ten (10) consecutive days of absence, may result in enrollment termination for all students.

At no time can the school backdate a leave of absence. Therefore, the leave of absence must be approved before any absences. Time taken on leave of absence does not count in the satisfactory academic and attendance formula.

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

Medical Leave Policy (MLOA)

A Medical Leave of Absence (MLOA) is granted for serious student illness requiring absence from school. To be eligible for an MLOA, students must:

- Submit a "Leave of Absence Request Form" to the Department of Administration at least one week before the intended MLOA start date, if possible.
- Provide documentation from a licensed physician explaining the need for the MLOA.
- Limit the MLOA to a maximum of 90 days.
- F-1 visa students granted an MLOA may leave and return to the U.S. with their original immigration documents.

If approved, the student may return before or at the end of the leave and resume training without additional tuition. However, an approved MLOA will result in a revised program completion date and delayed graduation.

If the MLOA is not approved, or the student does not return from an approved leave, they will be considered withdrawn. F-1 visa students' withdrawals will be reported to SEVP via their SEVIS record. Non-F-1 students will be dismissed from the program.

If a student does not return from an approved MLOA, they will be considered withdrawn. A warning notice will be emailed and a phone call made to the student. If the student fails to respond within 72

hours of the notice or call, CLS may dismiss their enrollment. For F-1 visa students, the termination will be reported to the Student Exchange Visitor Program (SEVP) via the student's SEVIS record. Non-F-1 students will be dismissed from the program

Time taken on an MLOA does not count toward satisfactory academic progress (SAP) or attendance calculations. Students returning from an MLOA longer than 30 days will be administered the Michigan EPT placement test for ESL classes to determine their appropriate English level.

Failure to submit a Medical Leave of Absence Request Form before beginning the MLOA, followed by ten (10) consecutive days of absence, may result in enrollment termination for all students.

No additional charges are assessed for applying for or taking an MLOA.

Vacation Policy

If a vacation is requested, a student must submit the "Vacation Request Form" to the School Manager at least ten (10) academic days before the desired start date, indicating 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 may only be requested to begin after a program/level.

A vacation request can be submitted after the completion of a minimum of six months of enrollment and cannot exceed a request of more than four weeks.

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

If a student does not return from an approved vacation, they will be considered withdrawn. A warning notice will be emailed and a phone call made to the student. If the student fails to respond within 72 hours of the notice or call, CLS may dismiss their enrollment. For F-1 visa students, the termination will be reported to the Student Exchange Visitor Program (SEVP) via the student's SEVIS record. Non-F-1 students will be dismissed from the program.

Failure to submit a Vacation Request Form before beginning the vacation, followed by ten (10) consecutive days of absence, may result in enrollment termination for all students.

At no time can the school backdate a vacation request. Therefore, the vacation must be approved before 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.

Satisfactory Progress

Satisfactory Progress is defined as each student maintaining a cumulative grade average of 70% or greater and an attendance average of 80% or greater. For determining satisfactory progress and facilitating discussion of the student’s training progress, a progress report is administered to the student as stated below:

Period of Attendance	Evaluation After:	Evaluation After:	Evaluation After:
11-Week	4 Weeks	8 Weeks	11 Weeks
4-Week	4 Weeks		

Each student is expected to maintain attendance and academic progress within each period of attendance.

Grading Format

P = Pass	70% or greater
F = Fail	69% or below
I = Incomplete	May be provided for an 11-week period of attendance. If an incomplete grade is not revised to a pass within 4 weeks, the grade will revert to a Fail.

Proficiency Levels

If a student does not achieve a cumulative grade average of 70% at the end of a period of attendance, they may repeat the period of attendance with a documented learning plan.

Language Training Length

A student may obtain training from California Language School for a maximum of 36 months.

Graduation Requirement

A student will be awarded a Certificate when all program requirements are complete, which includes 80% cumulative attendance, 70% cumulative grade point average, and having satisfied all financial obligations.

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

Class Transfers

If a student wishes to transfer to another higher program level during the program of enrollment, the student must first discuss with their current instructor, and if permitted, take the Michigan EPT (level placement test). If the score is appropriate for a higher level, a student may then discuss that level with their instructor to request a different program/level.

As a result of approval, the student will meet with a member of administration to complete an enrollment agreement for the new level, hours taken to date during the current term will be transferred in and the previous enrollment agreement will be processed as a withdrawal, in keeping with the Bureau for Private Postsecondary Education requirements when a program enrolled in is not completed.

Non-Discrimination and Harassment

California Language School prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability* medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, California Language School prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

*California Language School recognizes and supports the obligation to reasonably accommodate individuals with disabilities or religious beliefs or practices to allow those individuals to perform the essential functions of their studies. If an individual believes they need a reasonable accommodation based on disability or a religious belief or practice, the individual should discuss the matter with management.

Discrimination:

Discrimination may include but is not necessarily limited to hostile or demeaning behavior towards an individual because of their protected category; allowing the individual's protected category to be a factor to related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding assistance, cooperation, and/or information to individuals because of their protected category.

Harassment:

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone’s way, making physical contact in an unwelcome manner, etc.).

Student Behavior/Conduct Policy

Students are expected to always conduct themselves in a professional manner. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation of students and school personnel. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining oneself, and dressing professionally are just a few of the ingredients that go into the makeup of a professional.

A student whose conduct discredits themselves or the school may be subject to dismissal. Administration reserves the right, in the exercise of its judgment, to dismiss a student for a variety of reasons.

Grounds for Disciplinary Action or Termination

- Unsatisfactory academic performance.
- Unsatisfactory attendance.
- Sexual Harassment with any student(s) and not limited to faculty/staff.
- Unprofessional conduct that reflects unfavorably upon the school and/or its students.
- Gambling, profanity, or the use of drugs, narcotics, alcohol (or under the influence).
- Failure to meet financial requirements.
- Inappropriate clothing worn in class.
- Failure to abide by the rules and regulations of the school.
- Failure to pay tuition (or any other charges) when due.
- Breach of school enrollment agreement.
- Cheating.
- Falsifying school records.

- Carrying a potentially dangerous weapon.
- Disorderly conduct that interferes with the learning process of any other student or instructor, or the general progress of the class.
- Instigation and/or participation in rebellious activities against the school and/or its student(s).
- Solicitation, which is reflected unfavorably upon the school and/or its students.
- Vandalism of school property.
- Any form of gang-related activity, including, but not limited to flashing of gang signs, wearing of gang colors/attire, etc.
- Fighting (physical or verbal).
- Verbal confrontation with any employee and/or student.

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal.

Students found in violation of this policy may receive a verbal and/or written warning. Students receiving 3 written warnings within any 4-week period shall be placed on behavior conduct probation, as defined as a 4-week written notice to improve. If student conduct and/or behavior fails to improve, students will be terminated on the first school day after the date of the 4th week's written notice to improve.

Withdrawal

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 10 consecutive days.
- The student fails to return from a leave of absence, medical leave, or vacation.

Re-Entry

A former student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supporting documentation and/or information concerning any mitigating circumstances should be included in the request. A reinstatement committee shall notify the former student of the reinstatement review within 30 days following the final decision.

PROGRAMS

GENERAL DESCRIPTION

California Language School offers 13 different ESL programs spread over three general levels of English language fluency. Each program is 11 weeks, except for the ESL Short Intensive, which is 4 weeks. ESL programs:

- ESL Beginning 1a
- ESL Beginning 1b
- ESL Beginning 2a
- ESL Beginning 2b
- ESL Intermediate 1a
- ESL Intermediate 1b
- ESL Intermediate 2a
- ESL Intermediate 2b
- ESL Advanced 1a
- ESL Advanced 1b
- ESL Advanced 2a
- ESL Advanced 2b
- ESL Short Intensive

For students in advanced ESL levels, CLS also offers a TOEFL program that is comprised of four (4) 11-week/198-hour periods of attendance, for a total of 44 weeks/792 hours.

To ensure and reinforce proper learning, all students at CLS are administered quizzes and exams.

ESL PROGRAM OBJECTIVES

The curriculum emphasizes all four language skills: listening, speaking, writing, and reading. Students learn how to communicate in English, which in turn will help them understand the many facets of American culture. Additionally, this program provides students with the requisite language skills that will allow them to function in advanced academic pursuits and cultural exploration.

STUDENT-CENTERED LANGUAGE PROGRAM

California Language School offers a unique program schedule that can be adjusted to the different rates of language acquisition among international students studying English. For instance, students coming from Europe or South America typically acquire English at a quicker pace than students from China, Korea, and Japan. That is, students whose mother tongue is from the Indo-European language family, such as Spanish, French, or Persian, may find it easier to comprehend English vocabulary and

grammatical structures than students whose mother tongue is from the Ur- Altaic or Mongolian language family.

For this reason, students can pace themselves accordingly. One student can advance from one level to another after three months (such as from ESL Beginning 1a to ESL Beginning 1b); another student can advance in six months (such as from ESL Beginning 1a to ESL Beginning 1b, and then to ESL Intermediate 1a, and so on). Students who excel in their English language acquisition can complete their program in 9 months; students who need more time can complete it in 9–36 months. No student will be allowed to receive instruction past 36 months.

ESL BEGINNING 1a

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

Students are introduced to Basic English grammar by beginning with simple structures, which they will continue to develop in ESL Beginning 1b. In the conversation/listening, students will learn simple conversation models, such as greetings, and develop them in sample conversations and role-playing. Listening drills and reading practice are used to help the student develop an ear for English, as well as a familiarity with basic structures of expression. The simple present, present continuous, and simple past verb tenses are learned and practiced. They are also introduced to nouns, pronouns, and comparative adjectives. In the conversation/listening, the following methods of instruction are used: the repetition of sample conversation, role playing, listening exercises, and class readings to practice the grammatical structures learned in the textbook. The goal is to allow students to engage in English conversation naturally and at a manageable pace.

ESL BEGINNING 1b

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

Students are introduced to the next beginning level of English study that provides the foundational skills needed so that students develop and understand the higher level of speaking and writing in English. The present, past, and future tenses are continuously explained and practiced extensively through listening, speaking, and writing exercises. Also, helps students develop linguistic understanding through practicing vowel sounds, consonant sounds, stress, intonation, linking words, and rhythm and timing in American English.

ESL BEGINNING 2a

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

Students are introduced to more complex grammatical structures, such as present continuous, present perfect, and future tenses, which they will continue to develop in ESL Beginning 2b. Simple modals, intensifiers, time clauses, infinitives, and expressions of quantity are learned and practiced. Short reading assignments are discussed to augment the student’s vocabulary and pronunciation. Speaking skills are developed to the point that they can communicate basic ideas to other English speakers. Comprehensive listening exercises, role play, asking and answering questions are utilized to develop basic fluency.

ESL BEGINNING 2b

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

In this ESL Beginning 2b, students are introduced to participating in daily pronunciation practice centered on word pairs that contrast two sounds in order to better hear and produce the two different sounds. Students also have the opportunity to learn and practice English through lectures, conversations, interactive speaking tasks, games, and other activities. In addition, students are expected to complete homework, quizzes, a midterm, and a final.

ESL INTERMEDIATE 1a

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

Students are introduced to more complicated uses of the past, present, and future verb tenses, including the present progressive and past perfect, covering reflexive pronouns, comparatives, gerunds, and infinitives, which they will continue to develop in ESL Intermediate 1b. In the conversation/listening, the student is familiarized with these grammatical structures by having them practice in situational conversations. Weekly readings are utilized to expand English comprehension and provide topics for discussion. The instructor also uses materials outside of textbooks to explain American culture and slang.

ESL INTERMEDIATE 1b

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

This intermediate-level course develops linguistic understanding by introducing the form and function of selected grammar points at the intermediate level. This course starts with a review of grammar fundamentals and then progresses to more complex grammar and language points to give students a strong foundation in intermediate-level grammar. Students participate in a variety of activities during this class, including lectures, in-class exercises, weekly homework, and group/pair work. Students are expected to complete homework, quizzes, a midterm, and a final.

ESL INTERMEDIATE 2a

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

While students further develop their basic, English grammatical structures, they are also introduced to the passive voice, adjective clauses, comparisons, noun clauses, phrasal verbs, quoted and reported speech, which they will continue to develop in ESL Intermediate 2b. Basic verb tenses are expanded to include the future perfect and future progressive tenses. Situational conversation is complemented by increasingly challenging reading material. The instructor draws illustrations from literature and explains idioms.

ESL INTERMEDIATE 2b

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

This intermediate-level course develops students' linguistic understanding at an intermediate level by focusing on the language functions required for everyday life activities. Regular speaking and listening practice help students feel confident in activities such as shopping, ordering in a restaurant, and arranging to meet a friend. The lessons are based on realistic conversations and task-based listening sections. Additionally, students develop reading fluency, accuracy, and comprehension by reading passages from a variety of sources such as newspapers, magazines, books, and websites.

ESL ADVANCED 1a

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

Students continue to learn more complex grammatical structures so that they may connect and develop ideas clearly and concisely, which they will continue to develop in ESL Advanced 1b. At this level, students are exposed to an intense study of adverbs, nouns, and adjective clauses; they are taught the causative passive, transitional phrases, how to distinguish between definite and indefinite articles, and compositional organization. In the conversation/listening section, students practice these structures in situational conversation as well as work to expand students' ideas through discussion of culture and current events. Readings and discussions are introduced with more frequency, assisting the student in becoming a fluent English speaker. To develop students' ability to express ideas, writing assignments are given.

ESL ADVANCED 1b

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

This advanced-level course is designed for the academic preparation of advanced students. In this course, students learn about various parts of speech and their uses in informal conversation, as well as in formal writing. Students show understanding and mastery of materials by completing speaking, listening, and writing exercises from the textbook and by completing occasional writing samples. This academic preparation course is designed for advanced-level students. In this course, students learn strategies for listening, note-taking, and discussing topics in academic settings. Students listen to authentic lectures and learn how to organize and synthesize information efficiently. Students also learn strategies for improving discussion skills and listening comprehension.

ESL ADVANCED 2a

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

Students in this ESL Advanced 2a level focus more on reading/writing, which they will continue to develop in ESL Advanced 2b. They concentrate more on applying grammar than on prescriptive understanding of grammar, and this is complemented by an intensive study of vocabulary. To this end, students write sentences as daily homework and correct other students' sentences. Assistance is provided to students in their pursuit of cultural experiences here in America by exposing them to a variety of media, such as television, cinema, and news articles. In the reading/writing section, students are trained to read and write at the high school level. In the conversation/listening, students engage in free-style discussion, wherein the teacher chooses a challenging topic to enhance the students' communication skills.

ESL ADVANCED 2b

A Certificate Program

11 Weeks/198 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

This advanced 2b level course helps to master students’ understanding of American English expressed in popular culture by engaging in reading, viewing, and listening to cultural readings, current events. Materials used in this course reflect important historical moments in American culture and life. Students learn more idioms and colloquial expressions, American humor, and nonverbal behavior while expanding their vocabulary and understanding of American culture. Ultimately, students will be able to participate in conversations more naturally and have a better understanding of formal/informal American English.

ESL SHORT INTENSIVE

A Certificate Program

4 Weeks/72 Clock Hours

Schedule:

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: No

Description

This 72-hour program is offered to students at any ESL level. Students will participate at an appropriate level for expanding his/her vocabulary, grammar knowledge, listening, speaking skills, and reading and writing skills. Also, at the end of the program, student progress will be given upon completion of the program.

TOEFL PROGRAM OBJECTIVES

The TOEFL program evaluates the four core language skills: speaking, listening, reading, and writing. Testing speaking skills is a new feature of the TOEFL iBT known as the Test of English as a Foreign Language, offered via the internet. The test-taking strategies for the TOEFL iBT are taught. Students are individually tested on different sections of the TOEFL iBT using the integrated internet skills test

format. They also learn techniques to build vocabulary and review key grammar points. TOEFL is recognized throughout the world by universities and businesses and measures students' English proficiency. A high TOEFL score is required by most US colleges and universities for admission of international students.

The TOEFL program has four levels, and each level is individualized to accommodate the specific needs of each student. Each computer workstation allows the students to develop their TOEFL test-taking skills at a pace appropriate for them.

A Certificate Program

44 Weeks/792 Clock Hours

Four 11-week periods of attendance at 198 hours each.

Monday – Thursday Hours: 8:30 am~1:00 pm or 1:30pm~6:00pm

or

Monday & Wednesday or Tuesday & Thursday 8:30am~6:00pm

Cumulative Final Exam: Yes

Description

This program develops and refines students' advanced speaking, listening, reading, and writing skills in preparation for the TOEFL iBT exam. Each period of attendance begins with a diagnostic exam to identify areas for improvement, followed by targeted instruction in vocabulary development, reading comprehension strategies, listening analysis, speech cohesion and pronunciation, and academic essay writing.

Across four periods of attendance, students advance from reviewing foundational test-taking strategies to mastering complex, integrated skills with increasingly challenging material. Instruction emphasizes practical application through mini-tests, full-length computer-based practice exams, and supplementary materials that reinforce skills introduced in class.

By the final period of attendance, students perfect their language proficiency, strengthen critical thinking and test-taking strategies, and are encouraged to take official TOEFL iBT exams to assess their readiness for future academic opportunities. The program is designed to help students steadily improve their performance and achieve competitive TOEFL scores.

TUITION AND FEES

Tuition and other fees are payable in advance unless another arrangement has been made prior to commencing classes. Tuition and fees must be paid in full or a payment plan agreed to at the time of program completion for students to be classified as a completer and be eligible to receive a Certificate.

Program	Application Fee Non-refundable. Fee applicable to 1st-time enrollments at CLS or re-entry students.	Textbook(s) If purchased through the school, non-refundable after the cancellation period.	Student Tuition Recovery Fund (STRF)* Non-refundable after the cancellation period.	Tuition	Total Charges**
ESL Beginning 1a	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Beginning 1b	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Beginning 2a	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Beginning 2b	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Intermediate 1a	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Intermediate 1b	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Intermediate 2a	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Intermediate 2b	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Advanced 1a	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Advanced 1b	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Advanced 2a	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
ESL Advanced 2b	\$150.00	\$70.00	\$0.00	\$1,500.00	\$1,720.00
TOEFL	\$150.00	\$60.00	\$0.00	\$6,000.00	\$6,210.00
ESL Short Intensive	\$150.00	\$70.00	\$0.00	\$550.00	\$770.00

*STRF = \$0 per \$1,000 of institutional charges, rounded up to the nearest \$1,000 for institutional charges

**Estimated charges for the period of attendance and the entire program.

Additional Fees, if Applicable

Transcripts: \$30

Returned Check Fee: \$50

Wire Fee: \$50

Air Carrier Fee: \$150

Re-print I-20 (Change of Program Start Date)

Fee: \$75

Make-Up Fee: \$8 per hour

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your 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 days in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: California Language School, 3699 Wilshire Blvd., Suite 500, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the program is cancelled, the school will refund the student any money they paid.
6. If the applicant cancels the agreement, is rejected for enrollment, or is a no-show, the school will refund the student any money paid, less an application fee, if applicable, not to exceed \$250.00, within forty-five (45) days of cancellation.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current period of attendance in your program through the last day of attendance. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no 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:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the students' enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 10 consecutive days.
- The student fails to return from a leave of absence, medical leave, or vacation.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and will be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is: (a) the date the student gives notice of withdrawal to the institution; (b) the date the institution administratively withdraws the student, or (c) the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy. If a student provides advanced notice of withdrawal such that the forty-five (45) day window ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance (LDA). 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 scheduled to attend, prior to withdrawal. If

the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

CLS will conduct a second refund calculation following the policy below and provide any refund due that is most favorable for the student:

First Period of Financial Obligation: For students whose last day of attendance occurs at any point in the first four weeks of their initial period of financial obligation, the institution may retain the charges applicable to the first four weeks. For students whose last date of attendance occurs after the first four weeks but before or at the midpoint of their period of financial obligation, the institution may retain a prorated amount of tuition. For students whose last date of attendance occurs after the midpoint, the institution may retain all of the charges for that period. Any tuition paid for the balance of the program must be refunded in full.

Subsequent Periods of Financial Obligation or Enrollment periods: For students who have completed the first period of financial obligation or extended their enrollment at the institution but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, the institution may retain a prorated amount of tuition for that period. For students whose last date of attendance occurs after the midpoint of any subsequent period of financial obligation, the institution may retain all of the tuition for that period. Any tuition paid for the balance of the program must be refunded in full.

If any portion of the tuition was paid from the proceeds of a loan or third party, to include agents that have paid some or all of tuition and fees on the student's behalf, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

STATE OF CALIFORNIA 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.

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) 431-6959 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 student 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.

GRIEVANCE PROCEDURE

Occasionally, a situation will arise in which a student has a difference of opinion with instructors, staff, or administration in interpreting a rule or regulation, or has an opinion they might want to voice.

For these situations, in fairness to the student, a grievance procedure is provided to address the situation, correct the situation, or look at changing the situation. The procedure for addressing grievances is as follows:

Contact the Instructor to resolve the issue.

If there is no resolution, contact the School Director in writing within two (2) days of the incident. The School Director will address the situation with the instructor and/or other parties involved to gain a clear understanding of the total situation.

The School Director will contact the student to verify the details.

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.

If a student has used the institution's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website (<https://accet.org/about-us/contact-us>). The online form will require the following information:

1. Name and location of the ACCET institution
2. A detailed description of the alleged problem(s)
3. The approximate date(s) that the problem(s) occurred
4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
7. The status of the complainant with the institution (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgment of receipt within 15 business days.

CONSUMER PROTECTION

CLS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or 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. Sec. 1101 et seq.)

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.

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, toll-free telephone number (888) 370-7589, or by fax (916) 263-1897.

If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

California Language School does not provide placement services for employment.

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) 3707589, option #5, or by visiting osar.bppe.ca.gov.