

english language programs

for young adults + working professionals

2020 Catalog



A Brief History

American English College is an ACCET accredited + SEVIS certified ESL program specializing in languages and test preparation. We offer group classes and private tutoring in our two campus locations in Los Angeles.

For the past 30 years, we have helped thousands of students learn a language, discover a new city, and achieve their personal goals.



Our Mission

At AEC, our mission is to provide English as a Second Language (ESL) students with an excellent, comprehensive, and affordable education in the English language for their personal success.



Our Locations

North East Los Angeles Campus

111 N. Atlantic Blvd. Suite 112,
Monterey Park, CA 91754 USA
Tel: (626) 457-2800
Email: info@aec.edu

North West Orange Campus

18888 Labin Court, Suite B211
Rowland Heights, CA 91748 USA
Tel: (626) 820-9138
Email: info.rh@aec.edu



All students are welcomed. American English College does not discriminate on the basis of sex, race, ethnic origin or religion.

Published November 2019

www.aec.edu



2
campuses
in Los Angeles



30+
pathway colleges +
universities



150+
students
per quarter



Daniel Nguyễn

Even though I just came for 4 months, **AEC became my second home. I really love them.** Teachers taught me a lot including life experience. I want to say thank you and I hope will see you all my friends soon when I have a free time and come back U.S.



aec student life

why aec?

5. **TAKE A LOOK INSIDE**
2020-2021

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FOLLOW US
@americanenglishcollege

why aec?



small class sizes

THE BEST TEACHERS

Our teachers go through a unique interview and vetting process. We provide support and training so they can be the best teachers.

Our instructors specialize in teaching English, with most of our faculty holding a Master's in TESOL. Each instructor is trained on our communicative teaching methodologies – ensuring every lesson is meaningful, engaging and fun.

Try any one of our classes to truly experience the aec difference.

CUSTOMIZED LEARNING OPTIONS

AEC programs are designed to prepare you for the real world.

We give students the power to choose based on their focus – whether Academic or Life Skills.

Are you a student looking for an unforgettable gap year or serious college path?

We've got you covered.



fun, and dynamic lessons

The school has great teachers and staff.

I really enjoyed my time over there and learn a lot. I recommend.



Francielli S Rios

why aec?



modern, open space

MODERN SCHOOL SPACE

Study abroad in a modern space that inspires you. Our school facility is contemporary, and reflects a professional, California lifestyle.

Our classrooms feature floor to ceiling windows that let the Los Angeles sunshine through, and high ceilings that feel airy and fresh.

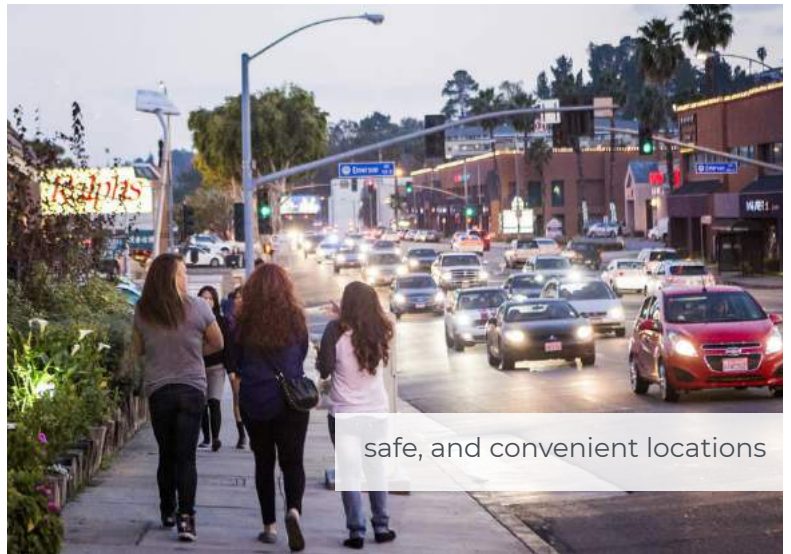
Students meet new classmates and socialize in the outdoor atrium.

CONVENIENT SCHOOL LOCATION

Known to be the safest and affordable place to live in Los Angeles, Monterey Park and Rowland Heights are easily accessible by public transportation.

Markets, cafes and shopping areas are within a 15 minute walking distance from school.

Downtown Los Angeles, Pasadena, Hollywood, Irvine and popular beaches are a 30-45 minute ride from school.



safe, and convenient locations

Did you know?

AEC is an official partner with USC Rossier School of Education.

USC's graduate students come to observe how AEC teachers teach, and receive mentorship and training from our experienced staff.

why aec?

COLLEGE UNIVERSITY PATHWAYS

Receive help choosing the right school, meeting application deadlines, and understanding the US education system.

Student can select from **30+ partner schools**, and take advantage of **TOEFL waivers** guaranteeing admission.

PERSONALIZED STUDENT SERVICES

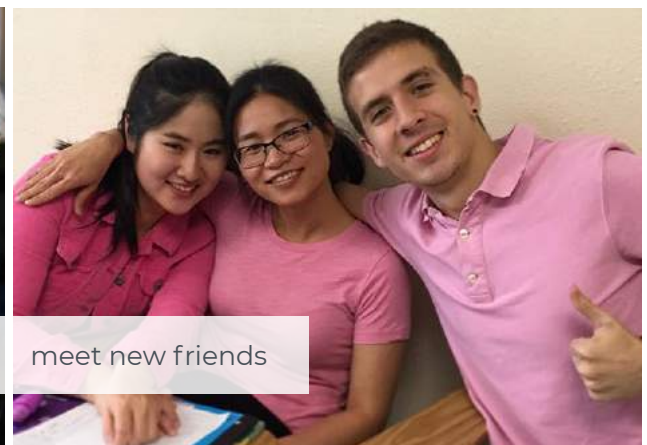
Studying abroad is a once-in-a-lifetime experience. That's why every part of your stay matters to us.

We **go the extra mile** to match you with the right family based on your preferences.

AEC FAMILY THAT CARES

Living somewhere new doesn't have to be scary. You'll be greeted by an AEC advisor who is happy to help you with anything!

From complicated visa questions to academic planning – **we're here every step of the way.**

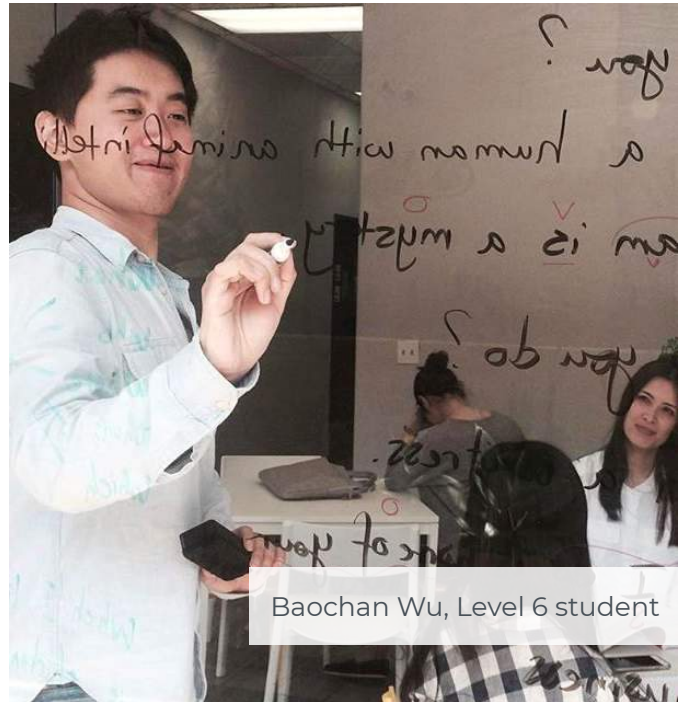


what's your english goal?

Enjoy a gap year in Los Angeles, or make your college dreams come true in the United States.

Choose the path that meets your purpose.

From personal academic planning to a guarantee transfer to one of our partner schools – [we are here every step of the way.](#)



Baochan Wu, Level 6 student

intensive english program

Core English Level + Elective Courses

Academic or Life Skill Focus

12 week level completion

28 hours per week

Best for learning as quickly as possible, for academic or professional setting.

semi-intensive english program

Core English level

Academic or Life Skill Focus

12 week level completion

18 hours per week

Best for those who wish to study and have personal time to explore the city.

toefl preparation program

iBT Test Preparation

Prerequisite: Advanced English level

12 week level completion

20 hours per week

Best for mastering test strategies and practicing exam questions.

private lessons

One-on-one or Group setting

For Academic or Professional purposes

Languages (English, Spanish, Mandarin, French)

Test Preparation (TOEFL iBT, IELTS, ITP, SATs)

Flexible time and location

20 hour minimum

hip hop dance + english

AEC is an official partner with hip hop dance crew legends, **Kinjaz**.



Dance with the world famous hip hop dance crew, Kinjaz



Beginner to Advanced Levels



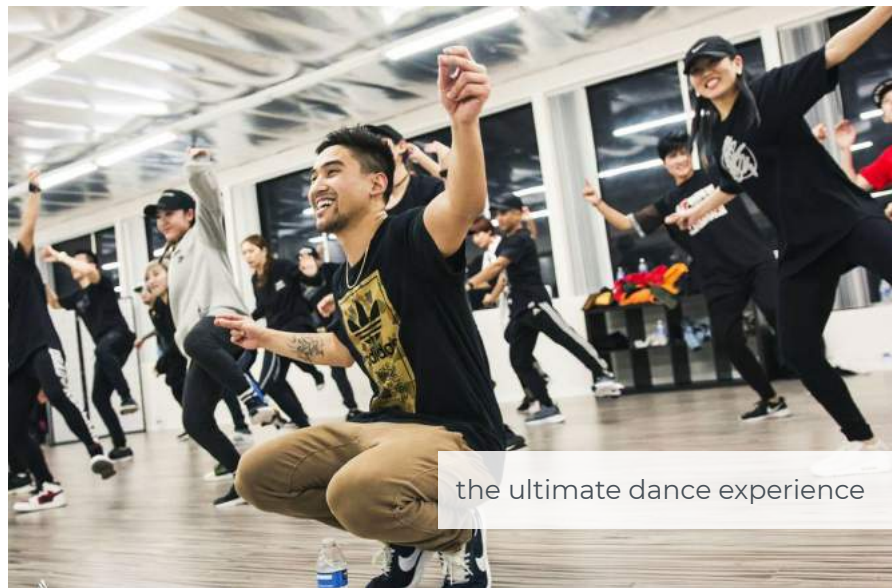
Join us any Monday



train with the Kinjaz



aec's exclusive partnership



the ultimate dance experience



for beginners to advanced dancers

Recommended for the adventurous student with an artistic purpose.

Students will spend your mornings learning English, and dancing at the original Kinjaz Dojo in the afternoon.

Energetic studio featuring urban-style dance instruction, including breakdancing, funk & hip hop.



intensive english program

Recommended for academic students or working professional.



28 hours per week



3 months per level



Access 30+ partner schools



Join us any Monday

what to expect

An interactive and lively learning environment. Focus on academic and cultural skills for success in an English speaking school or workplace.

Feel safe and encouraged to ask questions, make mistakes, and through support and guidance, develop fluency in all skills.

You will improve your academic English proficiency for college, university or professional use.

sample schedule

| | |
|----------------------------------|---|
| Life Skills Writing | Monday - Friday 9AM - 12:36PM OR 10AM - 1:36PM |
| Listening + Speaking | |
| Reading + Vocab | |
| Writing + Grammar | |
| Conversation with Hot Topics | Monday - Thursday 2:15PM - 4:45PM |
| Pronunciation + Accent Reduction | |

Maximum Student-to-Teacher Ratio: 1:15

why take this program

1. Gain admissions into an English speaking high school, college, or university.
2. Give yourself an advantage and expand your career opportunities.
3. Focus on academic speaking, reading and writing skills.
4. Study with other motivated, like-minded students looking for admissions.



semi-intensive english program

Recommended for academic students or working professionals.



18 hours per week



3 months per level



More free time for fun



Join us any Monday

what to expect

Improve your English proficiency while learning practical life skills in the United States.

You will be at the center of the learning process, allowing you to improve by speaking aloud in classroom discussions, participating in group activities, and giving presentations.

Feel confident when using the language in everyday situations by practicing with your classmates and being encouraged through your progress by some of the best teachers.



sample schedule

| | |
|----------------------|---|
| Life Skills Writing | Monday - Friday 9AM - 12:36PM OR 10AM - 1:36PM |
| Listening + Speaking | |
| Reading + Vocabulary | |
| Writing + Grammar | |

Maximum Student-to-Teacher Ratio: 1:15

why take this program

1. Study while having the freedom to explore the city.
2. Feel confident using your English for everyday situations.
3. Improve your chance of getting a better job knowing English.
4. Understand the rules for grammar usage through fun learning methods.



toefl preparation program

For the high-intermediate, academic student looking for test preparation.



20 hours per week



3 months per level



Timed practice exams and drills



Join us any Monday

what to expect

Practice makes perfect.

Improve your English ability, while mastering the TOEFL exam. Our instructor will guide you through each section of the test, giving you a thorough overview of tricky questions and testing strategies.

Throughout the quarter, you will slowly become more confident with the exam, while improving your overall English fluency and accuracy.



Maximum Student-to-Teacher Ratio: 1:15



sample schedule

| | |
|-----------------------------------|---------------------------------|
| Test-taking Strategies | Monday - Friday 9AM - 1:00PM |
| iBT Listening + Speaking Practice | |
| iBT Reading + Vocabulary Practice | |
| iBT Writing + Grammar Practice | |

why take this program

1. Improve your TOEFL exam score for admissions purposes.
2. Know what to do during difficult questions on the exam.
3. Have a thorough understanding of the exam structure and strategies.
4. Be guided throughout the test review process by a knowledgeable and supportive instructor.



private lessons

For one-on-one or small groups looking for customized learning.



1 - 3 hours per session



Beginner to advanced levels



Flexible location and schedule



Custom lesson plans to your needs

one-on-one or private groups

Test Preparation

(TOEFL iBT, iTEP, IELTS, SAT English)

Professional, Skill-Based

(Business English, Industry Vocabulary, Public Speaking, Pronunciation, etc.)

Foreign Language Tutoring

(English, Spanish, French, Mandarin)



why take this program

1. Specific and unique reason for learning the language.
2. Flexible schedule for busy working professionals and students.
3. Choice of one-on-one or private group session
4. 100% customization to your personal skill set.

what to expect

Set your language goal, schedule, and location.

You will receive customized lesson plans that will help reach your language goal as quickly as possible.

Combine a topic (such as health, business, everyday survival skills, test prep, etc.) to make learning fun and targeted to your specific goals.



This tutoring center has been **a gold mine for my academic ambitions.** I have found here a comfortable place to learn and achieve my life long dreams of mastering my three languages.

yoanna rodriguez

Intensive English Program

Per Quarter: Textbooks Fee (\$235) + Activity Fee (\$35)

| | 4 weeks | 8 weeks | 1 quarter | 16 weeks |
|---------|----------|------------|------------|------------|
| tuition | \$925 | \$1,785 | \$2,650 | \$3,495 |
| | 20 weeks | 2 quarters | 3 quarters | 4 quarters |
| tuition | \$4,359 | \$5,175 | \$7,695 | \$9,950 |

Semi-Intensive English Program

Per Quarter: Textbooks Fee (\$135) + Activity Fee (\$35)

| | 4 weeks | 8 weeks | 1 quarter | 16 weeks |
|---------|----------|------------|------------|------------|
| tuition | \$645 | \$1,250 | \$1,795 | \$2,375 |
| | 20 weeks | 2 quarters | 3 quarters | 4 quarters |
| tuition | \$2,950 | \$3,495 | \$5,145 | \$6,695 |

TOEFL Preparation Program

Per Quarter: Textbooks Fee (\$45) + Activity Fee (\$35)

| | 4 weeks | 6 weeks | 8 weeks | 1 quarter |
|---------|---------|---------|---------|-----------|
| tuition | \$645 | \$965 | \$1,250 | \$1,795 |

Private Lessons

One-on-one or small group lessons (+\$10 per additional person)

| | 20 hours | 30 hours | 40 hours | 50 hours | 60 hours | 80 hours |
|---------|---------------|---------------|---------------|---------------|---------------|---------------|
| tuition | \$50 per hour | \$49 per hour | \$48 per hour | \$47 per hour | \$46 per hour | \$45 per hour |

level 1 / foundations

For students with little or no English proficiency

level 2 / beginner

For students with elementary English proficiency

level 3 / high beginner

Students will be able to comprehend descriptive sentence and frequently used expressions.

level 4 / intermediate

Students will be able to use more vocabulary and write with greater ease.

level 5 / high intermediate

Students should be able to speak fluently and use idiomatic expressions in regular conversation.

level 6 / advanced

Students focus on fluency production through complex and immersive activities.

toefl prep / business english uni prep / presentation skills

Students will practice and learn skills specific to their goals.

12
weeks

12
weeks

12
weeks

12
weeks

12
weeks

12
weeks

12
weeks

conditional acceptance

You will be admitted to your chosen academic program on the condition you enroll in an AEC English language program.

concurrent admissions

You will be admitted to your chosen academic program on the condition you enroll in an AEC English language program and reach the required English language level or score.

full admissions

Your English meets the academic requirements for admissions into one of our partner schools.

Receive a TOEFL waiver from one of our partner schools.



winter quarter 2020



- January 6 – Class Starts (A)
- January 20 – Martin Luther King day (holiday)
- February 17 – Presidents’ Day (holiday)
- February 18 – Class Starts (B)
- March 27 – Winter Quarter Ends

spring quarter 2020



- April 6 – Class Starts (A)
- May 18 – Class Starts (B)
- May 25 – Memorial Day (holiday)
- June 26 – Summer Quarter Ends

summer quarter 2020



- July 6 – Class Starts (A)
- August 17 – Class Starts (B)
- September 7 – Labor Day (holiday)
- September 25 – Summer Quarter Ends

fall quarter 2020



- October 5 – Class Starts (A)
- October 12 – Columbus Day (holiday)
- November 11 – Veterans Day (holiday)
- November 16 – Class Starts (B)
- November 26, 27 – Thanksgiving (holiday)
- December 18 – Fall Quarter Ends



winter quarter 2021



- January 5 – Class Starts (A)
- January 18 – Martin Luther King day (holiday)
- February 15 – Presidents’ Day (holiday)
- February 16 – Class Starts (B)
- March 26 – Winter Quarter Ends

spring quarter 2021



- April 5 – Class Starts (A)
- May 17 – Class Starts (B)
- May 31 – Memorial Day (holiday)
- June 25 – Summer Quarter Ends

summer quarter 2021



- July 6 – Class Starts (A)
- August 17 – Class Starts (B)
- September 6 – Labor Day (holiday)
- September 24 – Summer Quarter Ends

fall quarter 2021



- October 4 – Class Starts (A)
- October 11 – Columbus Day (holiday)
- November 11 – Veterans Day (holiday)
- November 15 – Class Starts (B)
- November 25, 26 – Thanksgiving (holiday)
- December 17 – Fall Quarter Ends

college + university success starts here

Being motivated should be rewarded.

AEC school partners give students college admissions – without needing a TOEFL.

choose your program

- ☐ Semi-Intensive English Program
- ☐ Intensive English Program
- ☐ TOEFL Preparation Program



select a degree and major

- ☐ Associates (2 years)
- ☐ Bachelors (4 years)
- ☐ Masters (1–2 years)
- ☐ Doctorate (PhD) (4 years)



aec advisor assistance

Walk up to any advisor, and tell us about your interest, goals and accomplishments.

From creating an academic plan to help with applications – you'll get admitted into one of our partner schools.



What is a conditional acceptance letter?

Conditional acceptance provides international students a headstart in the college or university admissions process. This process is typically done before your arrival to our school, and the letter shows you will receive full admissions after completing your AEC program.

college + university success starts here

Start here to reach your academic goals.

American English College has mutual agreements with the following institutions. Students can attend any of the following partner schools *without a TOEFL score* after completing AEC's Level 6.

Community Colleges

Associates Degree

CYPRESS COLLEGE*
EAST LOS ANGELES COLLEGE
EL CAMINO COLLEGE
FULLERTON COLLEGE*
GLENDALE COMMUNITY COLLEGE*
LONG BEACH CITY COLLEGE
PASADENA CITY COLLEGE*
PIERCE COLLEGE*
RIO HONDO COLLEGE*
RIVERSIDE CITY COLLEGE
SANTIAGO CANYON COLLEGE
SANTA MONICA COLLEGE*
TRUCKEE MEADOWS COMMUNITY COLLEGE*
WEST LOS ANGELES COLLEGE *

Performing Arts
(Acting, Dance, Music)

Fashion, Fine Arts, Film

Bachelors or Masters Degree

ACADEMY OF COUTURE ART
AMDA COLLEGE AND CONSERVATORY OF PERFORMING ARTS
CALIFORNIA COLLEGE OF MUSIC*
COLUMBIA COLLEGE HOLLYWOOD*
NEW YORK FILM ACADEMY

Universities
Specialty Private Schools

Bachelors and Masters Degree

CALIFORNIA INSTITUTE OF ADVANCED MANAGEMENT (MBA)*
FULL SAIL UNIVERSITY
HUMBOLDT STATE UNIVERSITY*
NOTRE DAME DE NAMUR UNIVERSITY*
OREGON STATE UNIVERSITY
WESTCLIFF UNIVERSITY*

our instructors



lively and interactive

Our people mean everything to us.

We take our time to find, vet, and train the best instructors.

All instructors are Native English speakers, most holding a Masters in Teaching English as a Second Language (TESOL).

But most importantly, our teachers care about our students' success. We step it up our game, because our students deserve it.



lifelong mentors



experienced and qualified



learn from teachers who care

feel at home with aec



clean, furnished bedrooms



feel comfortable and safe



eat the coolest food trends

HOMESTAYS

Students can **experience life as a local** by staying with a welcoming American host family.



Every family is interviewed, and inspected by the AEC Housing Team



Close proximity to school



Furnished bedrooms



Meals optional

- **Airport Pick-up** (each way): \$75
- **Placement Fee** (one-time): \$200
- **Security Deposit** (refundable): \$200

Homestay Options

- Private Room Only: \$775 - \$850 per month
- Private Room + Meals: \$950 - \$1,300 per month
- Room + Meals + Transportation: \$1,400+ per month

PRIVATE HOUSING

We can also provide assistance with finding and renting an apartment, or staying in a local hotel.

- **Placement Fee** (one-time) : \$200

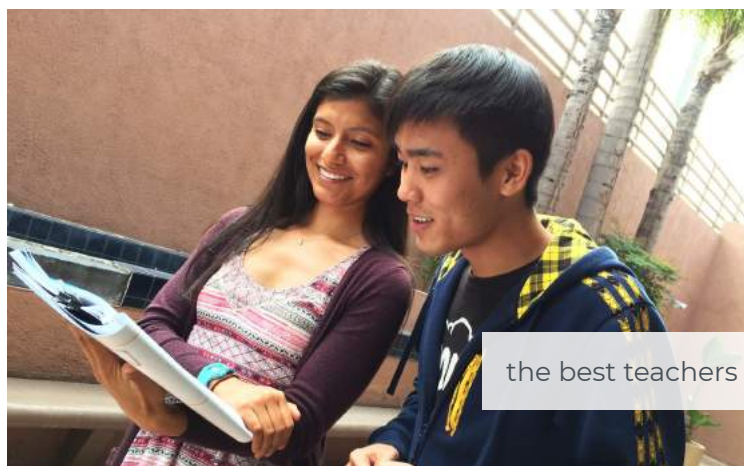
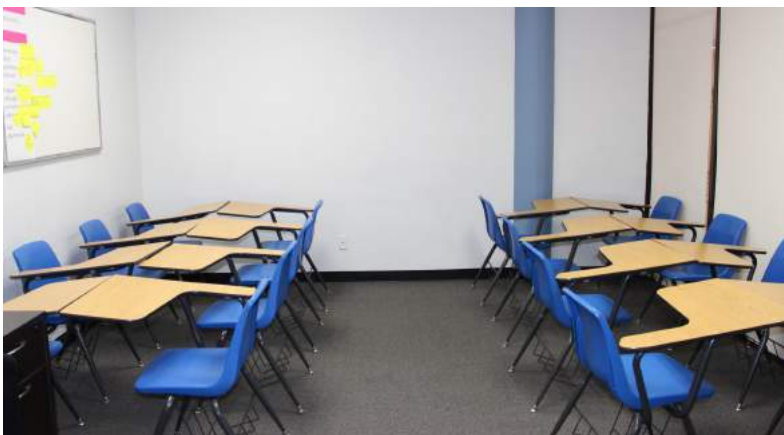
Private Housing Options

- Local Hotel : approx. \$125-\$150 per day
- Local Apartment : approx. \$1,500 per month (usually requires 6 month - 1 year lease)

join our family



build lasting friendships



the best teachers

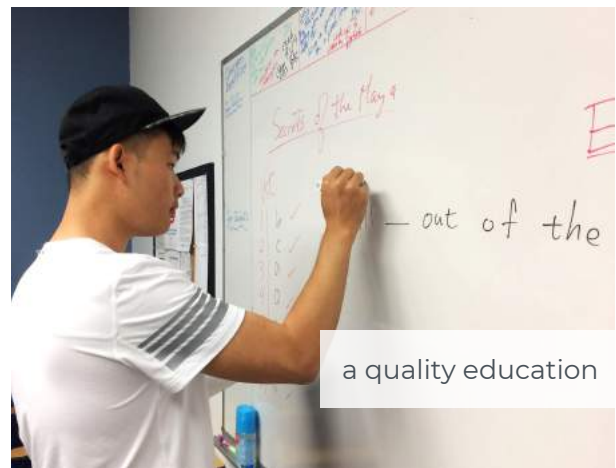


fun school activities



monterey park campus

join our family



how to apply

International Student (outside the United States)

For overseas students requiring I-20 for F-1 visa application.

Step 1 Complete an Online Application (www.aec.edu/online-application)
A non-refundable \$160 application fee. Students must be at least 16 years old.

Step 2 Required Documents:

- Passport Copy
- Recent Transcript or Diploma
- Recent Bank Statement showing at least \$18,000 USD

*Required by the US Embassy to show you can support your studies in the U.S.
This can be under your name or parents name.*

Step 3 Complete Application Fee

Payment instructions will be emailed to the address on your application.

- Credit Card (www.aec.edu/credit-card-authorization-form)
- Bank Wire

Upon completion, an AEC advisor will follow up with next steps at the US Embassy.

Transfer Student (in the United States)

For F-1 students changing to a different school in the United States.

Step 1 Complete an Online Application (www.aec.edu/online-application)
A non-refundable \$160 application fee.

Step 2 Required Documents:

- Passport Copy and Visa Copy
- Current I-20 Copy
- Recent Transcript or Diploma
- Recent Bank Statement showing at least \$9,000 USD

*Required by the US Embassy to show you can support your studies in the U.S.
This can be under your name or parents name.*

Complete Transfer-in Form ([linked here](#))

Step 3 Complete Application Fee

Payment instructions will be emailed to the address on your application.

- Credit Card (www.aec.edu/credit-card-authorization-form)
- Bank Wire

Upon completion, an AEC advisor will follow up with your school to transfer your I-20.

accreditation

Proudly accredited by ACCET, an agency acknowledged by the U.S. Department of Education for our high quality education and service. We are approved to operate by the California Bureau for Private Postsecondary Education (BPPE), which means compliance with state standards as set forth in the Ed. Code.



affiliations

We are a proud member of the following education research organizations to provide the best english language education to our students.



connect with us

Have questions about studying abroad with us? Message us on any social platform, or follow us for a glimpse into #aeclife.

North East Los Angeles Campus

111 N. Atlantic Blvd. Suite 112,
Monterey Park, CA 91754 USA

Tel: (626) 457-2800
Email: info@aec.edu

North West Orange Campus

18888 Labin Court, Suite B211
Rowland Heights, CA 91748 USA

Tel: (626) 820-9138
Email: info.rh@aec.edu



AMERICANENGLISHCOLLEGE



AMERICANENGLISHCOLLEGE



@AECENGLISH



monterey park campus



rowland heights campus



appendix

Mission Statement

The mission of the American English College is to provide English-as-Second-Language (ESL) students with an excellent, comprehensive and affordable education in the English language for their personal success.

Equipment and Facilities

The following is a list of available learning materials available to all current students:

- Flat screen monitor with laptop HDMI, in every classroom
- Student lounge and kitchenette
- Additional ESL textbook resources for checkout
- Computer laptops for checkout
- Free wireless internet
- University and college brochures
- Snack and drink vending machine
- Free parking

COURSE DESCRIPTIONS & CLOCK HOURS

Intensive English Program – 28 hours per week (M-F)

Accelerate your English language proficiency to prepare for a college, university, or professional environment.

Schedule: 9:00AM-12:36PM or 10:00AM-1:36PM, 2:15PM-4:45PM

Semi-Intensive English Program – 18 hours per week (M-F)

Designed to improve your English communication skills for personal, everyday use in the United States.

Schedule: 9:00AM - 12:36PM or 10:00AM - 1:36PM

TOEFL Preparation – 20 hours per week (M-F)

Develop well-rounded English language skills and test-taking strategies to maximize your success on the TOEFL exam for college.

Schedule: 9:00AM - 1:00PM

CAMBRIDGE MICHIGAN ENGLISH PLACEMENT TEST (CAMLA)

This examination is designed to measure your mastery of the English language. There are four different kinds of skills measured: listening comprehension, grammar, vocabulary, and reading comprehension. There are 80 questions: 25-listening, 20-grammar, 20-vocabulary, and 15-reading

COURSE LEVEL

Upon arrival, the student is required to complete the CAMLA to determine their placement level. Our levels are correlated with the CAMLA and Common European Framework of Reference for Languages (CEFR).

REGISTRATION

New F-1 students are required to report to school within 7 days of arrival to the United States or upon successful transfer to American English College.

Please be prepared to pay all outstanding fees related to your program, and student services.

ATTENDANCE POLICY

American English College believes that class attendance is extremely important. It is our belief that in order to progress proficiently in the English language, class attendance is vital to a student's academic improvement. Students are required to attend all scheduled classes regularly and punctually.

Students are required to have 80% attendance to maintain F-1 status, and to successfully progress to the next level.

Attendance is marked daily on the roster by the instructor, and tardiness is counted towards the student's attendance score.

Attendance is recorded daily based on the following criteria for each class period within the day:

- If a student is on time and remains in class for the entire class period, the student will receive 100% credit for attendance.
- If a student is tardy or leaves early during a class period, the student will receive 75% credit for attendance.
- If a student does not attend a class period, the student will receive 0% credit for attendance.

If the student leaves early, he/she will only be marked accordingly based on the time they attended.

Student Advisors are responsible for overseeing the students' attendance, with general oversight provided by the Director of Administration. Phone calls and warning letters are made every other week to those whose attendance falls under 80%.

Attendance Warning Letters act as an official notice. American English College sends two official attendance warning notices before final termination. Until the final letter is sent, our student advisors work diligently to provide bi-weekly phone calls reminding students of the official AEC attendance policy and the ramifications involved for those that fall below the 80% attendance rule.

GRADING POLICY

Each course level is 12 weeks long. The assessment of the student's performance will be based on the following grading scale:

- Class participation – 10%
- Homework – 10%
- Bi Weekly Test (10%) x 4 – 40%
- Midterm Exam – 20%
- Final Exam – 20%

Students review test scores in class with their respective instructors. A total grade is shared at the midpoint and final week of their quarter.

Students who receive an average seventy percent (70%) grade or higher is eligible to pass the course, however the student's attendance percentage is also considered in his/her ability to progress to the next level as mentioned above.

ACADEMIC PROBATION POLICY

A student will be placed on academic probation if he/she fails to receive a passing grade of seventy (70% or a C grade) in any class at the end of the quarter. The student will be sent a written notification of his/her academic probation status, and his/her student record will reflect that his/her is on academic probation.

Being on academic probation at the end of the quarter requires the student to retake the same class level that he/she failed to pass in the subsequent quarter. Students will receive an instructor-made and Director of Education-approved *Academic Learning Plan* for areas of improvement. The instructor will then schedule a one-on-one with the student to explain the details of the plan. The student has until the end of the following quarter to achieve a passing grade of seventy (70%) or higher. In doing so, he/she will no longer be placed on academic probation.

If he/she fails to improve their academic record, he/she will be placed on a 2nd academic probation. The instructor and Director of Education will devise a 2nd *Learning Plan* for the student to ensure the student understands what he/she needs to improve on in order to meet the requirements of passing the level. If the student was unable to meet the 70% overall grade, the student will be suspended from the school.

appendix

If the student wishes to file an appeal, the student must do the following:

1. Turn in a written appeal to the Director of Education within 5 business days of the Academic Probation Notice.
2. Provide any substantiating documentation, if available and relevant.

The institution will make a decision and notify the student in writing within 3 business days from receipt of the notice.

CHANGE OF CLASS REQUEST POLICY

Student Appeal: A student dissatisfied with his/her class assignments may file an appeal with the Director of Education to request a transfer to another class. The Appeal must be on the "Request to Change Class-Student" form and filed within three days from entering the class.

Instructor Appeal: An Instructor that believes a student is not a good fit for the particular class/ level taught by the Instructor may file an appeal with the Director of Education to request the student be transferred to another class. The Appeal must be on the "Request to Change Class-Instructor" form and filed within three days from the student entering the class.

If student is requesting a class change to a higher level than the assigned class, the student's rationale should delineate why he/she believes that he/she is ready to advance an additional level. The student's current instructor, prospective class instructor, and Director of Education must concur to this class assignment. The student and/or Director of Education may also request for the student to be retested to verify his/her ability to advance.

If the student is requesting a class change to a lower level than the assigned class, the student's rationale should delineate his/her reasons for entering a lower level. This would require the concurrence of his/her present instructor, prospective class instructor, and Director of Education.

If the student's current instructor requests for the student to be transferred to a higher or lower class level, the instructor should document the reasons for the level advancement or regression. The student, prospective class instructor, and Director of Education must agree with this transfer.

VACATION AND LEAVE OF ABSENCE POLICY

Vacation: If the student has met the below requirements, the student must also meet with a student advisor to fill out a Vacation Request Form.

- Student must be in good attendance and academic standing.
- Student must not have any outstanding financial balances.
- Student must study at least 26 instructional weeks, per SEVP regulations.
- Student must complete either the Midterm or Final Exam.
- Authorized school breaks and Leave of Absence (LOA) weeks do not count towards the student's instructional weeks. Student must be in class and have earned instructional weeks.
- Students are required to place a 4-week tuition deposit to hold their class placement in order to show their intent to return to school.

Leave of Absence: Students may be approved for a leave of absence if they meet the following circumstances listed below.

- Student must be in-status and in good standing in his/her academics and attendance.
- Student has no outstanding balances and has paid for his/her tuition.
- The leave of absence cannot extend beyond 50% of the length of period in which the student is enrolled.

- If student has had multiple leaves of absence, the total length of the leave of absence cannot exceed the limit above.
- The length and/or frequency of leave of absences affect a student's ability to progress forward. If a student's leave of absence is more than 20% of his/her enrolled quarter, he/she must repeat the course level.
- If the leave of absence extends beyond 5 months, the student must reapply for a new F-1 visa and SEVIS record.

If the student has met the circumstances, the student must request for the leave of absence in writing along with receipt of evidence of travel (e.g. plane ticket) or authorized medical leave noticed, and address it with an administrative staff member. The Director of Administration or Center Director will review, and approve or deny the request within 3 days of the receipt of the request.

Eligibility to Transfer: Student must have maintained his/her status as an F-1 student in order to transfer to another school.

- Student must be in status, and in good standing in his/her academics and attendance.
- Student has no outstanding balance.
- Acceptance Letter from an SEVP – Certified school
- Student must continue in the program until the next school term start date. Failure to do so will result in an unauthorized early withdrawal termination.
- While the student is still active at American English College, he/she must continue to maintain good academic (70% or over) and attendance (80% or over) standing prior to the transfer release date. Failure to do so will result in a termination.

CANCELLATION OF AGREEMENT

Student's right to cancel: Students have the right to cancel the program agreement for a course of instruction until midnight of the 17th business day after the first class attended.

Cancellation shall occur when written notice of cancellation is provided at the address of the campus being attended. It can also be mailed, hand delivered, or emailed. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

REFUND POLICY

Students have the right to withdraw from a course of instruction at any time.

A notice of withdrawal shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance. 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or until midnight of the seventh business day after enrollment, whichever is later.

The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

appendix

American English College refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance is as follows: Student who has completed 60 percent or less of the period of attendance shall be a pro-rata refund. Refunds will be made within 45 days of withdrawal. **Students completing more than 60 percent of the enrolled classes are not eligible for a refund.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or the actual date of withdrawal.
- The school terminates your enrollment.

COPYRIGHT LAW

Students who infringe upon copyright policies will face civil and criminal liabilities for unauthorized use/distribution of materials.

RETENTION OF STUDENT RECORDS POLICY

American English College shall retain documents for the following period of time.

All paper documents will be retained for a minimum of seven years. Computer records will be retained for a minimum of ten years and as long as technology permits. This applies to all student records, personnel records, and documents associated with governmental agencies. This requirement meets or exceeds all present Federal or State requirements.

FERPA

American English College guarantees students the right to access their records and the release of their information, in accordance with the Family Education Rights and Privacy Act (FERPA).

Student Performance Fact Sheet

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.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) Student Tuition Recovery Fund Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and:
 - Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 - You are not a California resident.
 - Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
 - It is the student's right and responsibility and a state requirement in regards to the Student Tuition Recovery Fund that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
- An inability to collect on a judgment against the institution for a violation of the ACT.
- For those students that would like to file an exempt claim on the STRF fee for a term, you are able to complete the following form and remit this to the address noted on the form. <http://www.bppe.ca.gov/applications/strf.pdf>

Amount of STRF Assessment

Beginning January 1, 2015, institutions are refrained from collecting STRF.

STRF Assessment Fee

The Student Tuition Recovery Fund (STRF) fee collected by the institution is payable to the BPPE and is non-refundable to the student.

Financial Aid

AEC does NOT participate in any federal and state financial aid programs nor does AEC offer any private loans. Prices are subject to change without notice.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at American English College is at the complete discretion of an institution to which you may seek to transfer. The Certificate of Achievement you earn in Intensive English Program, Semi-Intensive Program, or TOEFL Preparation Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Achievement 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 would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American English College to determine if your Certificate of Achievement will transfer.

CONTACTING BPPE

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

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