



Explore Beyond ESL
English Language School
Catalog

Welcome

I would like to personally thank you for taking the time to consider *Explore Beyond ESL*. We believe we have one of the best and most exciting English Language Schools in California. Please review this catalog carefully and contact us if you have any questions or need additional information.

I hope to meet you soon!

Sincerely,

Grant M. Elliott, Ph.D.
Chief Academic Officer

Catalog Policies

Note: Please refer to the student's enrollment agreement for the specific terms under which the student may enroll.

This catalog is updated annually. Rules governing student conduct, admissions policies, costs of attendance, graduation requirements, and other aspects of the operations of *Explore Beyond ESL* are subject to change between annual updates. Any catalog changes will be announced prior to implementation, posted on our website and will be initially added by means of an addendum and will appear at the end of the catalog.

This catalog is available on our website at www.exbels.com You may also request a printed copy by contacting us at:

Explore Beyond ESL

Administrative Offices
400 Corporate Pointe, Suite 300
Culver City, CA 90230
Phone: 1-800-209-5010
Email: info@exbesl.com

Campus Location

All *Explore Beyond ESL* classes are held on the campus of
Antioch University Los Angeles
400 Corporate Pointe
Culver City, CA 90230

Effective Dates of this Catalog

January 1, 2018 - December 31, 2018

BPPE Approval Notice

This institution is a private institution, and it is approved to operate by the Bureau for Private Postsecondary Education. The approval to operate means the institution is in compliance with state standards, and the institution is licensed to operate, but it does not imply either of the following: (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau (2) The approval to operate indicates that the institution exceeds minimum state standards.

Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, <http://www.bppe.ca.gov/>, (916) 431-6959, Toll Free: (888) 370-7589, 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.

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Mission Statement

At *Explore Beyond ESL* from the moment a you enter one of our classrooms, our mission is to provide you with outstanding English language programming combined with great cultural immersion experiences. *Explore Beyond ESL* delivers fun and fast paced classes within an environment that will speed you along the path to improved English speaking and comprehension skills, encourage the development of critical thinking skills and inspire you to pursue lifelong learning.

In addition, by encouraging participation in a series of regularly scheduled and optional activities, *Explore Beyond ESL* hopes you will increase your understanding and appreciation of our community, language and culture.

Goals and Methods

We fulfill our mission by employing highly skilled instructors who use compelling instructional methods. We will measure student achievement via mid and end of term tests and written essays. All students will evaluate faculty at the end of each term using a standardized 'Faculty Evaluation Form'

Programs Descriptions

English as a Second Language

Explore Beyond Offers 9 levels of Rapid English delivered in 2 versions Exploration (Semi-Intensive) and Intensive for a total of 18 programs in English as a Second Language.

Rapid English Exploration Programs

Method of Instruction: Traditional, In Class

Class Days: Monday -Thursday

Class Hours: 10am - Noon; 1pm - 3:00; 16 hours of instruction per week

Term: 10 weeks; 160 clock hours of instruction per program. There are no academic credit hours associated with these programs.

Our 10-week Exploration Programs offer English language instruction to visitors whose primary purpose is traveling in the United States for pleasure.

These programs, delivered in a relaxed, fast-paced, and fun environment, emphasizes verbal skills, along with reading comprehension and writing.

Each program offers 16 clock hours of instruction per week. The Exploration Programs are available to legal residents of the United States and to legal visitors to the United States whose primary reason for travel to the United States is tourism or business. The Exploration Programs are not available to F-1 Visa holders (Student Visa holders).

Rapid English Intensive Language Programs

Method of Instruction: Traditional, In Class

Class Days: Monday - Friday

Class Hours: 10am - Noon; 1pm - 3:00; 20 hours of instruction per week

Term: 10 weeks; 200 clock hours of instruction per program. There are no academic credit hours associated with these programs.

Our 10-week Intensive Language Programs offer English language instruction to students who wish to acquire a mastery of English in order to reach personal, academic or professional goals.

These programs, delivered in a relaxed, fast-paced, and fun environment, emphasizes verbal skills, along with reading comprehension and writing.

Each program offers 20 clock hours of instruction per week. These programs are only available to students who are legal residents of the United States. The Intensive Programs are not available to B-1/B-2 or F-1 Visa holders (Student Visa holders) at this time.

Curriculum

Explore Beyond Offers 9 levels of Rapid English delivered in 2 versions Exploration (Semi-Intensive) and Intensive for a total of 18 programs in English as a Second Language..

| | |
|------------------------------------------|--------------------------------|
| Rapid English Exploration Foundations 1 | 160 Clock Hours of Instruction |
| Rapid English Exploration Foundations 2 | 160 Clock Hours of Instruction |
| Rapid English Exploration Foundations 3 | 160 Clock Hours of Instruction |
| Rapid English Exploration Intermediate 1 | 160 Clock Hours of Instruction |
| Rapid English Exploration Intermediate 2 | 160 Clock Hours of Instruction |
| Rapid English Exploration Intermediate 3 | 160 Clock Hours of Instruction |
| Rapid English Exploration Advanced 1 | 160 Clock Hours of Instruction |
| Rapid English Exploration Advanced 2 | 160 Clock Hours of Instruction |
| Rapid English Exploration Advanced 3 | 160 Clock Hours of Instruction |

| | |
|----------------------------------------|--------------------------------|
| Rapid English Intensive Foundations 1 | 200 Clock Hours of Instruction |
| Rapid English Intensive Foundations 2 | 200 Clock Hours of Instruction |
| Rapid English Intensive Foundations 3 | 200 Clock Hours of Instruction |
| Rapid English Intensive Intermediate 1 | 200 Clock Hours of Instruction |
| Rapid English Intensive Intermediate 2 | 200 Clock Hours of Instruction |
| Rapid English Intensive Intermediate 3 | 200 Clock Hours of Instruction |
| Rapid English Intensive Advanced 1 | 200 Clock Hours of Instruction |
| Rapid English Intensive Advanced 2 | 200 Clock Hours of Instruction |
| Rapid English Intensive Advanced 3 | 200 Clock Hours of Instruction |

At *Explore Beyond ESL* we use a Communicative Approach, making sure that you understand what to say and how to say it. In this approach, you are given tasks to accomplish using language, instead of studying the language. To keep you motivated and developing quickly, our Topic and Skills-Based Curriculum uses a wide range of themes with continuously updated content, interesting international topics, and a variety of authentic sources. We want English to be useful to you in every part of your life. Our teachers will help you reach all of your personal English language goals.

The following outcomes apply to both the Exploration and Intensive versions of our programs:

Students who complete the **Rapid English Foundations 1 Program** are expected be able to make basic grammar structures correctly and have an understanding of basic English vocabulary without much variation. They can read and understand simple sentences and follow simple conversations. Topics in the beginner course include: time, transportation, food, lodgings, basic directions and instructions, and family relationships.

Students who complete the **Rapid English Foundations 2 Program** are expected to be able to communicate in basic sentences about their everyday life. They should be able to make simple grammar structures correctly and have an understanding of basic English vocabulary minimal variation. They can read short texts and understand brief radio or television programs. Topics in the beginner course include: time, transportation, food, lodgings, basic directions and instructions, and family relationships.

Students who complete the **Rapid English Foundations 3 Program** are expected to be able to communicate in simple sentences about their everyday life. They should be able to make foundational grammar structures correctly and have an understanding of basic English vocabulary with modest variation. They can read short texts and understand simple radio or television programs. Topics in the beginner course include: time, transportation, food, lodgings, basic directions and instructions, and family relationships.

Students who complete the **Rapid English Intermediate 1 Program** are expected to be able to communicate well when discussing everyday topics and can speak about abstract topics in a basic way. They should be able to use many basic grammar structures and have an elementary understanding of more advanced grammar structures. They have an understanding of not only basic English vocabulary but also topics related to school, work, and personal lives. Reading and listening comprehension is at the paragraph level. However, while all the basic information is generally understood, stylistic devices, subtlety, etc., are not. Topics in the Low-Intermediate course include: entertainment, description of past, present, and future events, personal relationships, work, school, and world events.

Students who complete the **Rapid English Intermediate 2 Program** are expected to be able to communicate well when discussing everyday topics and can speak about abstract topics with little difficulty. They should be able to use many basic grammar structures and have a moderate understanding of more advanced grammar structures. Students should be able to communicate in some formal and informal settings, and become comfortable with various forms of verbal expression in English, and learn to understand different English dialects and accents. Topics in the Mid-Intermediate course include: the use of conditionals, describing people and family, transportation, money and economy, seeking and giving advice, and social issues.

Students who complete the **Rapid English Intermediate 3 Program** are expected to be able to communicate a wide range of ideas both concrete and abstract. They should have mastered all basic grammar structures and have a good understanding of more complicated structures. They should be able to communicate in both formal and informal settings, and have some ability to identify stylistic and rhetorical devices used in speaking and writing. They should be able to support their opinions, elaborate their ideas, describe cause and effect, understand telephone conversations and TV and movie broadcasts, and be able to discuss complex topics such as economics or culture. Topics in the High-Intermediate class include: agreeing and disagreeing, formal and informal language, idioms and phrasal verbs, abstract concepts, humor, and professional vocabulary.

Students who complete the **Rapid English Advanced 1 Program** are expected to have fairly high-level of English competence. They should have mastered all basic grammar structures and have a good understanding of more complicated structures. They should be able to communicate in both formal and informal settings, and have some ability to identify stylistic and rhetorical devices used in speaking and writing. They should be able to support their opinions, elaborate their ideas, describe cause and effect, understand telephone conversations and TV and movie broadcasts, and be able to discuss a variety of topics in their field of interests. Topics in the High-Intermediate class include; music; media and communication; science; business related topics; expressions using conditional structures; all basic grammar structures.

Students who complete **Rapid English Advanced 2 Program** are expected to have a highly developed level of English. Students should be able to understand most native speakers without requesting repetition or paraphrasing. Students should be able to read documents and listen to broadcasts that are aimed at native speakers with little difficulty. Students should be able to understand subtle, nuance, and other rhetorical strategies and be able to utilize these strategies to some degree. Students should have a wide variety of grammatical structures at their disposal and be able to rephrase their arguments in multiple ways. Students should be able to speak with ease about most subjects

relevant to modern life and have specialized knowledge of the vocabulary of their field. Topics in the Advanced Level class include: politics, art, psychology, world history, cultural change, and technology.

Students who complete **Rapid English Advanced 3 Program** are expected to have a highly developed level of English. Students should be able to communicate with native speakers and other non-English speakers with less repetition or paraphrasing. Students should be able to comprehend reading passages in most of the topics and listening materials that are aimed at native speakers with little difficulty. Students should be able to understand the differences between British English and American English usages by the means of a British English based text. Students should have complete foundation of grammatical structures in language production. Students should be able to speak with ease about most subjects relevant to modern life and have specialized knowledge of the vocabulary of their field. Topics in the High Advanced Level class include; politics, art, psychology, world history, cultural transition, literature, and entertainment.

Student progress will be evaluated based on classroom performance, participation, homework, assignments, weekly examinations, attendance and the instructor's student evaluation.

Requirements for Completion of Each Program

Rapid English Exploration Programs

All programs are 16 hours of weekly instruction and each program level consists of 10 weeks of instruction.

Rapid English Foundations 1 Program, 160 hours; Rapid English Foundations 2 Program, 160 hours; Rapid English Foundations 3 Program, 160 hours; Rapid English Intermediate 1 Program, 160 hours; Rapid English Intermediate 2 Program, 160 hours; Rapid English Intermediate 3 Program, 160 hours; Rapid English Advanced 1 Program, 160 hours; Rapid English Advanced 2 Program, 160 hours; Rapid English Advanced 3 Program, 160 hours;

To receive a completion diploma, students must attend 70% of class sessions and achieve at least a 70% score on a given program's final examination.

Rapid English Intensive Language Programs

All programs are 20 hours of weekly instruction and each program level consists of 10 weeks of instruction.

Rapid English Foundations 1 Program, 200 hours; Rapid English Foundations 2 Program, 200 hours; Rapid English Foundations 3 Program, 200 hours; Rapid English Intermediate 1 Program, 200 hours; Rapid English Intermediate 2 Program, 200 hours; Rapid English Intermediate 3 Program, 200 hours; Rapid English Advanced 1 Program, 200 hours; Rapid English Advanced 2 Program, 200 hours; Rapid English Advanced 3 Program, 200 hours;

To receive a completion diploma, students must attend 75% of class sessions and achieve at least a 75% score on a given program's final examination.

Optional Cultural Immersion

A unique cultural immersion element of our program is that the breaks between our terms students may participate in an optional *Explore Beyond ESL Journey of Discovery* - a 10-14 day trip to one of our country's most interesting destinations (national parks, other metropolitan areas, historic sites, etc.)

Faculty

Explore Beyond ESL has sufficient and qualified faculty members. The basic requirement for instructional faculty is a minimum of three years of experience, education and training in current practices in teaching ESL, or documented qualifications that are equivalent to this minimum qualification.

Explore Beyond recognizes the importance that quality instructors have on our program's success. All *Explore Beyond* instructors receive professional development training monthly and are encouraged to participate in CATESOL/TESOL conferences to maintain and increase their knowledge and skills.

Academic Freedom

Explore Beyond ESL is committed to academic freedom to all its instructors. Instructors are given full latitude with respect to their discussions with students and the positions they take and may advocate positions or concepts which may be controversial in nature without fear of retribution or reprisal.

Current Faculty:

Juliet Chowdhury, BA

Ms. Chowdhury studied political science at California State University Los Angeles and at Richmond University London England. She has over 15 years of experience as an ESL instructor. Past schools include Berlitz Language Center and LA English Academy.

Richard Vasquez, M.Ed.

Mr. Vasquez received his Masters in Education from the University of Texas El Paso. He has over 15 years of experience as an ESL instructor. Past schools include the Texas Educational Agency and the Los Angeles Unified School District.

Admissions

Admission Requirements

Admission Requirements for all students:

1. Students must complete and sign an Application Form.
2. Students must have a sponsor's signature on his/her Application Form, if sponsored.
3. Students must submit an official bank statement to demonstrate proof of finances. The bank statement should be no more than 3 months old, be in English and US dollar/Euro.
4. Students must read and sign the Enrollment Agreement Form.
5. Students must submit a copy of his/her passport, Visa, I-94, (Please note, *Explore Beyond ESL* does not issue F-1 letters).
6. Students must be at least 18 years of age.
7. Students must have graduated from high school, or earned a GED.
8. Students will take the online Michigan Clear Grammar Placement Test and participate in an oral placement interview upon arrival at the school. This is to ensure that students are placed in the most appropriate learning environment. There are no minimum admission scores.
9. Students must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.

Ability to Benefit

The California government requires ESL schools to demonstrate that the students they enroll have the ability to benefit from the instruction they will receive at the ESL school. At *Explore Beyond ESL* this ability to benefit must be documented in one of two ways.

Students may submit a copy of their High School diploma or GED certificate.

Students may submit a copy of their University transcripts or a copy of their University Degree.

Documentation of the student's Ability to Benefit must be saved in the student's file.

Important Note: *Explore Beyond ESL* does not accept students based upon Ability to Benefit Exams at this time

Transferred Credits Policy

Our institution does not accept credits earned at other institutions or through challenge examinations and achievement tests. Our institution does not have any transfer or articulation

agreements with any other college or university that provides for the transfer of credits earned in the program of instruction.

Credit for Prior Experiential Learning

Our institution does not grant credit to a student for prior experiential learning.

VISA Information

Important Notice:

As is noted on the United State's State Department website:

“For short periods of recreational study, a Visitor (B) visa can be used Enrollment in a short recreational course of study, which is not for credit toward a degree or academic certificate, is permitted on a visitor (B) visa.

Study leading to a U.S. conferred degree or certificate is not permitted on a visitor (B) visa, even if it is for a short duration. For example, distance learning which requires a period of time on the institution's U.S. campus requires an F-1 visa.”

<http://travel.state.gov/content/visas/english/study-exchange/student.html>

While *Explore Beyond ESL* admits students from other countries, it does not currently sponsor I-20 students. Our offerings are designed for '*Vacation English*' learners who are visiting the United States and wish to learn English while also enjoying the many other attractions that Los Angeles and the United States has to offer visitors.

Explore Beyond ESL does not provide visa services and does not vouch for student status.

Explore Beyond ESL courses include Beginner English and so can accommodate students with no previous knowledge of English.

Any instruction given at our institution will occur in English, and will not occur in a language other than English.

Schedule of Charges

Tuition and Fees

All fees are subject to change without notice. The tuition covers the cost of all classroom instruction, use of library, computer lab, wifi, along with access to all the facilities of *Explore Beyond*. **After the payment of an initial full 10-week term tuition payment, tuition fees may then be paid every 5 weeks on the Monday that tuition is respectively due.**

The total charge for an entire period of attendance (10 weeks) is \$3065.00 (10 weeks tuition \$2990 plus \$75 application fee) or \$3,315 if you purchase health insurance through us (10 weeks tuition \$2990 plus \$75 application fee, plus \$250 health insurance fee). The total estimated charges for each program is \$3065 without our health insurance coverage and \$3,315 with health insurance coverage. See important note below on health insurance coverage.

Unless otherwise specified, fees are as follows:

| | |
|------------------------------------|--------------------------------------------------------------------|
| Application Fee | \$ 75 (\$75.00 of this fee is not refundable.) |
| Tuition- ESL | \$ 2990 (10 weeks), \$ 299 (1 week) |
| Textbooks Health Insurance* | Included in the price of tuition \$25/week (See note below) |

Other fees that may apply under certain circumstances:

| | |
|----------------------|----------------------------------------------------------------------|
| Express, or FedEx | \$ 50/\$150 |
| Tuition Deposit | \$ 100 (Only applicable to a student applying from abroad) |
| Homestay Finding Fee | \$ 150 (Only for applicable students) |
| Bounced Check Fee | \$ 100 (Only for applicable students) |
| Late Fee | \$ 50 (For students 1 week or more late for tuition payment) |
| Transcript Fee | \$ 15 (1st transcript is free of charge) |
| STRF Fee | (\$0.00) per one thousand dollars (\$1,000) of Explore Beyond |

charges, rounded to the nearest thousand dollars, from each student Explore Beyond student who is a California resident or is enrolled in a residency program. For Explore Beyond charges of one thousand dollars (\$1,000) or less, the assessment is zero cents (\$0.00). (This fee is non-refundable.)

If there remains an outstanding debt on tuition over one month, a student risks expulsion for failure to comply with the tuition policy

***Insurance for USA-bound students**

Non-resident students enrolled with *Explore Beyond ESL*, must have health insurance coverage. We have developed an excellent value insurance policy in conjunction with Guard.Me. We will arrange insurance for you via them unless you tell us at application stage that you already have travel health insurance.

Cancellation, Withdrawal, Refund of Tuition

Student's Right to Withdraw from this Program

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

You have the right to withdraw from this program of instruction at any time, and receive a refund of tuition if you completed 60 percent or less of the period of attendance. If you withdraw from the program of instruction after the expiration date of the time for canceling this agreement, you are obligated to pay only for educational services rendered, plus a non-refundable application fee of \$75.00.

If you withdraw prior to the Program Start Date, then you will receive 100% refund of the tuition fee. For the textbook purchased, it is only refunded when the student withdraws prior to the Program Start Date, if unused.

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. According to California Code of Regulations, a pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student: (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For instance, the daily charge of the program tuition fee is \$42.71 (\$299.00 a week times 10 weeks = \$2990.00 divided by 70 days). If a student has paid \$2990.00 for 10 weeks (70 days), and he/she only attended classes for one week, total refund will be \$2691.00 which is calculated from \$2990.00 (the total amount the student has paid) - \$299.00 (\$42.71 daily charge, multiply by 7 days, rounded up to the nearest dollar). Prorated refunds will be calculated on a daily basis.

Explore Beyond will pay or credit refunds within 45 days of a student's cancellation or withdrawal. *Explore Beyond* requests that students sign their names when they pick up their refund check at school, or email the school when they receive the refund check by mail, or get refunded by credit card.

It is your responsibility to speak directly to the Institution Director to receive the correct refund.

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

All requests must be made in writing.

Standards for Student Achievement

Rapid English Exploration Programs

Proficiency Assessment Exams

Mid-Term and Quarterly-End Proficiency Assessment Exams are tailored for each level. The exams are given twice per quarter. The Mid-Term Exam is administered on the 5th week of the 10-week programs, and the Quarterly-End Exam is administered at the 10th week. In order to advance to the next class level, a minimum score of 70% on the Quarterly-End Exam must be achieved, along with instructor consent. Students who elect not to take the Mid-Term and Quarterly-End Exams may not advance to the next level. Make-up exams are arranged for students who missed any Proficiency Assessment Exams, by the Program Director

Grades and Satisfactory Progress

Student performance in the Mid-Term Exam & Quarterly-End Exam is graded by percentages. Students must receive 70% to earn a program completion diploma.

Students who fail to advance three times or more, and do not exhibit signs of progress; an increase of their score in subsequent Quarterly-End Exams; an improvement in their classroom performance and participation; maintaining attendance, are not allowed to continue their study at *Explore Beyond ESL*. Students who fail to advance three times or more, but show signs of progress, are allowed to continue their study with their instructors' written recommendation.

Students who do not meet the advancement requirement may be allowed to advance to a higher level, based on the Academic Director's and instructor's written recommendation, even though the student is below 70%.

In addition to the Mid-Term Exam & Quarterly- End Exams, students' progress will be evaluated by instructors on attendance, Test/Quizzes, Projects, Assignments, Language competence/proficiency level, and class participation, etc. as reported and monitored in the Student Progress Report.

Transferring-In Students

Non-I-20 students may Transfer-In to *Explore Beyond ESL* at any time. *Explore Beyond ESL* does not accept Transferring-In I-20 students at this time.

Transferring-Out Students

Non-I-20 students may Transfer-Out from *Explore Beyond ESL* at any time. Students must have paid all fees due prior to Transferring-Out.

Rapid English Intensive Programs

Proficiency Assessment Exams

Mid-Term and Quarterly-End Proficiency Assessment Exams are tailored for each level. The exams are given twice per quarter. The Mid-Term Exam is administered on the 5th week of the 10-week programs, and the Quarterly-End Exam is administered at the 10th week. In order to advance to the next class level, a minimum score of 75% on the Quarterly-End Exam must be achieved, along with instructor consent. Students who elect not to take the Mid-Term and Quarterly-End Exams may not advance to the next level. Make-up exams are arranged for students who missed any Proficiency Assessment Exams, by the Program Director

Grades and Satisfactory Progress

Student performance in the Mid-Term Exam & Quarterly-End Exam is graded by percentages. Students must receive 75% to earn a program completion diploma.

Students who fail to advance three times or more, and do not exhibit signs of progress; an increase of their score in subsequent Quarterly-End Exams; an improvement in their classroom performance and participation; maintaining attendance, are not allowed to continue their study at *Explore Beyond*. Students who fail to advance three times or more, but show signs of progress, are allowed to continue their study with their instructors' written recommendation.

Students who do not meet the advancement requirement may be allowed to advance to a higher level, based on the Academic Director's and instructor's written recommendation, even though the student is below 75%.

In addition to the Mid-Term Exam & Quarterly- End Exams, students' progress will be evaluated by instructors on attendance, Test/Quizzes, Projects, Assignments, Language competence/proficiency level, and class participation, etc. as reported and monitored in the Student Progress Report.

Transferring-In Students

Non-I-20 students may Transfer-In to *Explore Beyond ESL* at any time. *Explore Beyond ESL* does not accept Transferring-In I-20 students at this time.

Transferring-Out Students

Non-I-20 students may Transfer-Out from *Explore Beyond ESL* at any time. Students must have paid all fees due prior to Transferring-Out.

Attendance Policy

Attendance Policy - Exploration Programs

While it is understood that students will be attending classes as part of their exploration of the United States and Los Angeles, students are expected to attend all classes as scheduled. Students are expected to maintain a minimum of 70% attendance. Students must attend the scheduled classes, or a Warning Letter will be issued. Students tardy for more than 15 minutes, as well as early departure of more than 15 minutes, are considered absent for that class hour. If a student is tardy 3 times, then the student is considered absent for one day of class. Instructors will keep accurate attendance records, and *Explore Beyond ESL* will input attendance in the students' files monthly.

Attendance Policy - Intensive Programs

While it is understood that students will be attending classes as part of their exploration of the United States and Los Angeles, students are expected to attend all classes as scheduled. Students are expected to maintain a minimum of 75% attendance. Students must attend the scheduled classes, or a Warning Letter will be issued. Students tardy for more than 15 minutes, as well as early departure of more than 15 minutes, are considered absent for that class hour. If a student is tardy 3 times, then the student is considered absent for one day of class. Instructors will keep accurate attendance records, and *Explore Beyond ESL* will input attendance in the students' files monthly.

Student Probation and Dismissal

Students are expected to make adequate progress towards their academic, professional and/or personal goals. Students who fail to meet the requirements for advancement to the next level two times, will be put on academic probation. Students who fail to advance three times or more, and do not exhibit signs of progress are not allowed to continue their study at *Explore Beyond ESL*. Students who fail to take the Mid-Term and Quarterly-End Exams will be placed on temporary academic probation which may include a loss of school privileges and benefits, may be dismissed from school- if there is a persistent failure to take the exams.

Students must comply with all the rules and regulations of the US government and *Explore Beyond ESL*. Chronic absenteeism and unexcused absences are disruptive to the learning environment and may result in a student's removal from the program. Students should behave professionally and respectfully at all times. Prospective students will receive information relating to the rules of conduct of *Explore Beyond ESL*. Students risk termination and expulsion for unethical conduct or violation of these rules and regulations.

Leaves of Absence

Due to the brief nature of our terms, Leaves of Absences are not permitted. If a student finds he or she cannot complete a course of study, he or she should follow the Withdrawal and Refund Policy listed above.

Facilities & Equipment

Explore Beyond ESL holds classes on the campus of Antioch University Los Angeles (antiochla.edu). All equipment used is owned by *Explore Beyond ESL* and/or its partner institutions.

Explore Beyond ESL provides sufficient equipment for instructors and students, including desks, chairs, whiteboards, markers, pens, pencils, erasers, paper, textbooks, grammar books, dictionaries and electronic translators, computers, laptop, projectors, DVD players, TV monitors, copy and printing services, CD players, cameras, ID makers, fax services.

Explore Beyond ESL utilizes class rooms situated at Antioch University Los Angeles, 400 Corporate Pointe, Culver City, California, 90230 for its educational offerings. Antioch University Los Angeles is part of the Antioch University system. It is accredited by the Higher Learning Commission of the North Central Association.

In addition to modern well-equipped classrooms, the campus is furnished with multiple handicapped accessible bathrooms, an on-site student lounge with vending machines, an on-site cafe, and 24-hour on-site security.

Library & Learning Resources

Multiple learning resources are available for instructors and students, including a 5,000 volume lending library; wireless internet access throughout school; and other teaching/learning resources. The library contains resources for both teachers and students. Books that are available for students include graded readers, grammar and punctuation reference books, workbooks with additional practice exercises, USA College and University guides, works of fiction and non-fiction, and books related to living in the United States and Los Angeles. Books that are available to instructors, include ESL textbooks, books on specific subjects and skills, such as grammar, vocabulary, pronunciation, reading, writing and speaking. Students and instructors can request additional new books that helps their learning and teaching. Students may access the library from one hour before until one hour after regularly scheduled classes and during class breaks.

Wireless internet access is available to everyone throughout the school.

Other additional teaching/learning resources are easily accessible to instructors and students, including software and hardware listed below. Students may request to utilize any of these resources in advance.

Hardware:

Tables, chairs, whiteboards, markers, pens, pencils, erasers, paper, laptops, projectors, DVD players, flatscreen television monitors, copy services, printers, CD/tape players.

Software:

Netflix and Hulu are available for instructors and students to utilize for English learning through viewing movies.

Student Services and Housing

Student Services

Academic Advisement

All entering students may discuss program and course selection with the Institution Director. Appointments are required.

Tutoring

Students who experience difficulty or who have learning disabilities will be provided assistance in locating qualified tutors. Interested students should contact the Institution Director.

Volunteer Projects

Explore Beyond ESL students participate in regularly scheduled group volunteer projects in the greater Los Angeles Area that the school arranges and organizes. Students have a chance to interact with native speakers while they contribute to the improvement of their community. A student can check the *Explore Beyond ESL* blog for information about the next volunteer event. Upcoming events will also be announced in classrooms.

Placement Services

Explore Beyond ESL does not provide any placement services.

Housing

Explore Beyond ESL does not have responsibility to find or assist a student in finding housing. A homestay placement service is available upon request.

Nearby housing is available including extended stay hotels and homestays. Homestays in the area range from \$250 to \$300 a week and usually include 2 meals (breakfast and dinner). The institution does not have dormitory facility under its control.

Student Records

Students may inspect and review their educational records. To do so, submit a written request, identifying the specific information for review. If found, upon review, that there are inaccurate or misleading records, the student may request the errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may request a meeting to resolve the matter. *Explore Beyond ESL* intends to carefully follow the rules applicable under the Family Education Rights and Privacy Act (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

It is our intent to protect the privacy of all students' financial and academic records. *Explore Beyond ESL* will not release such information to any individual without having first received a written request to do so, or unless otherwise required by law.

Explore Beyond ESL maintains all records required by the Bureau of Private Postsecondary Education (BPPE), in accordance with CEC Sections 70810 (b) (15) and 71930. In addition to **permanently retaining a transcript as required by section 94900(b) of the Code of Regulations**, *Explore Beyond ESL* maintains for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal. *Explore Beyond ESL* maintains records relating to federal financial aid programs as provided by federal law, if applicable. A record is considered current for three years following a student's completion or withdrawal. *Explore Beyond ESL* stores all hard copies appropriately at the main administrative office at 400 Corporate Pointe, Suite 300, Office 48, Culver City CA, 90230. All records are stored without loss of information or legibility for the period within which the record is required to be maintained by the Act and can be immediately reproduced exact, legible printed copies of stored records available for students upon request. For a record that is no longer current, *Explore Beyond ESL* produces exact, legible printed copies within two business days.

To obtain any records, students may file a request to Administrative Assistants at any time during normal business hours. All administrative assistants are trained to operate and explain the operations of the procedures of obtaining any student records in any case of inspection or requests for copies.

Any person authorized by the act will be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records, and shall, upon request, reimburse the institution for the reasonable cost of using the institution's equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page. All records that the institution is required to maintain by the Act shall be made immediately available by the institution for inspection and copying during normal business hours by BPPE and any entity authorized to conduct investigations.

If the institution closes, *Explore Beyond ESL* and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without

charge except at a rate not to exceed ten cents (\$0.10) per page, during normal business hours by any entity authorized by law to inspect and copy records.

Holidays and Breaks

Explore Beyond ESL observes following national holidays:

President's Day

Martin Luther King Day

Memorial Day

Columbus Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Also, *Explore Beyond* has an end of year break each year.

Any additional school breaks will be posted in the *Explore Beyond* course rooms and on our website

Student Conduct and Other Policies

Explore Beyond ESL students are expected to act in a mature and responsible way at all times.

The List of Unacceptable Conducts

- Violation of any of the policies or procedures of *Explore Beyond ESL*;
- Verbal or/and physical abuse to a fellow student or the institution's employees;
- Refusing to follow the teacher's instructions pertaining to course work;
- Refusal to sign the Enrollment Agreement;
- Refusal to pay tuition or chronic late payment;
- Disrespect, or rudeness towards a fellow student, or the institution's employees;
- Violation of safety rules that endanger the safety of others;
- Being intoxicated with street drug or alcohol or unauthorized controlled substance while at school;
- Unlawful possession of dangerous or illegal firearms, weapons or explosives in school;
- Involving in criminal conduct or acts of violence, or making threats of violence toward anyone on school premises;
- Negligently causing the destruction or damage of school property, or the possessions of fellow students or employees in any manner;
- Stealing or unauthorized possession or removal of school property from the premises without prior permission from management or unauthorized use;
- Unethical or offensive conduct on the institution's property;
- Use of school telephone, fax, computers, office supplies, or other school properties without approval from the office;
- Smoking in restricted areas;
- Posting, removing or altering notices on the school premises without the permission from management;
- Selling, or collecting funds for any reason on the school premises;
- Downloading any harmful files, or creating or modifying any of the computer files or programs of the school that would affect the computer system;

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, gender, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associate with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Individual Responsibility

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

Orientation

During orientation, students will be informed with school policies, administrative information, student services, attendance issues related to immigration laws and regulation, other relevant information related to school. Orientation is given every other Monday.

Travel & Living in Los Angeles

Explore Beyond ESL provides travel information around Los Angeles as well as monthly trips to nearby local attractions. In addition, services providing information about library membership, health insurance, or other travel and living inquiries are provided to enjoy learning and living in Los Angeles.

Student Interaction

We encourage students to interact and establish study groups. A bulletin board will be available for student use and may be used to promote the convening of study groups and the furtherance of study and program objectives.

Other Important Information

Student Tuition Recovery Fund (STRF) STRF Disclosure & Statements

PART ONE

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. 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.
3. 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 costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

PART TWO

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

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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.

This training does not fulfill any requirements for eligibility for licensure

We provide focused English training to assist our students in achieving their academic, personal and professional goals. At this time, we offer eighteen programs of ESL coursework. Our programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring license.

School Status

Explore Beyond ESL does not have any pending petition in bankruptcy, is not operating as a debtor in possession, does not have filed a petition within the preceding five years, or have 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.).

Additional Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, <http://www.bppe.ca.gov/>, (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

Complaint Procedure

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Accreditation

Explore Beyond ESL and its programs are not accredited by an accrediting agency recognized by the United States Department of Education. *Explore Beyond ESL* does not offer any degree programs.

Payment Plan

After an initial payment of a full 10-week program tuition, this institution offers an every-five-weeks payment plan with payments being due on the first Monday of each 5-week period.

No Financial Aid Program

This institution does not participate in federal and state financial aid programs. This institution does not offer any form of financial aid.

Important Note: If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student Grievance Procedures

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student

may thereafter choose to file a written complaint directly with the institution's Institution Director who will work to resolve the matter. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The Institution Director will notify the student of the decision reached.

Explore Beyond ESL does not offer distance learning at this time.