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**TLI**



# **The Language Institute**

**School Catalog**

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# THE LANGUAGE INSTITUTE

## School Catalog

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## **About this School Catalog**

Academic year 2012 (January 1 – December 31, 2012)

This catalog is intended to provide general information and it does not necessarily contain all rules, regulations and policies for which a student is responsible. The Language Institute reserves the rights to change, modify, remove and/or add the information written in this catalog at any time. Information provided by this catalog is subject to change without prior notice to reflect current policies, administrative regulations and procedures, amendments by state law and fee and schedule changes.

Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in this catalog and in any revisions, supplements, addenda and with all other school rules and regulations. Students also should consult other publications such as student handbook, bulletin board and information published on our website.

School catalog is revised and updated periodically and at a minimum of once a year. Electronic copy of this catalog is available for free download directly from our website. Prospective students may also request a printed copy of this catalog by contacting our administrative office.

### **Non-native English Speakers**

If English is not your primary language, a copy of this catalog and other school documents may be available in your own language. Please contact our administrative office to check availability.

## **General Information**

### **Mission**

The Language Institute (TLI) is a private educational institute opens equally to all adults and high school graduates who can benefit from our educational programs and extended services. While offering a variety of programs for individuals and groups, our mission is to provide quality English instructions to non-native English speakers.

### **Objectives**

To support our mission,

- TLI carefully designed and developed our intensive English and test preparation programs to help non-native English speakers to successfully learn and improve English language skills required for either academic or personal purposes.
- TLI is committed to maintain a supportive, non-discriminatory environment to enable our students to reach their goals in an efficient and timely manner.
- TLI staff and teachers pledge to provide the best education programs and academic consultant possible.

## **Locations and Facilities**

The Language Institute (TLI) is located on the eighth floor of a professional building on Lake Avenue in the City of Pasadena, California. Our physical plant occupies more than 3,100 square feet and can be easily accessed from the streets. The official address of TLI is 70 South Lake Avenue, Suite 830, Pasadena, California 91101 USA.

Our English classes and all other training programs are conducted at the same location and in five classrooms. Those classrooms are carefully arranged and set up in a way that can be very useful for interactive learning. Communal reception area and private administrative offices are located at the same site.

Computer laboratory is where twelve multi-media computer stations located. The computer laboratory is used for test preparation program and other interactive learning programs. The same computer laboratory also serves as an official TOEFL iBT test room once or twice per month. Students can also use the computer lab for internet access when it is not used for classes.

A library/ resource room stores useful textbooks and class materials such as video tapes, cassette tapes, CDs, novels and periodicals is also located on the site. The textbooks and materials are well maintained and available to teachers for class preparation. Students are also allowed access and to borrow textbooks, except the teachers' and desk copies, from the library/ resource room by registering them as checked out with a front desk staffer. Checked out textbooks must be returned to the library/ resource room within seven days before they can be checked out again. Class materials are not available for check out, but can be accessed and used inside the library/ resource room during operation hours.

There are several public and private parking lots and structures near our school including one in the same building. A public bus stop is located right in front of the building complex and a subway station is located within walking distance from the building.

## **Important Notice to Students**

The Language Institute (TLI) is a private institution approved by the Bureau for Private Postsecondary Education (BPPE) under the California Education Code (CEC) to operate as a private postsecondary educational institution in California – Institution Code 1919581. This approval means that our school complies with the minimum standards contained in the CEC and Title 5, California Code of Regulations (CCR) on the basis of our written application to the state.

All prospective students are encouraged to review this catalog carefully prior to signing an enrollment agreement. You are also encouraged to review School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement. If there are any questions regarding this catalog that have not been satisfactorily answered by our institution, you may direct your questions to:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, California 95833  
Tel: (888) 370-7589 Fax: (916) 2631897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

You may file a complaint about our institution with the Bureau for Private Postsecondary Education by calling the above telephone number) or by completing a complaint form, which can be obtained on the Bureau's internet website.

## **Supervisory and Consultative Services**

The Language Institute (TLI) offers extensive consulting services to all students at no additional charge. In addition, at least one advisor is assigned to be on duty during the regular office hours to provide help including academic counseling and college & university placement. Office of the Director is also located on the same site and can be accessed by students during regular hours and if necessary after hours by appointment. Once per session, students are encouraged to meet with a counselor to discuss about important issues such as their class performance and status. Students can also meet with assigned instructors during the class hours and after class by appointment.

## **Job Placement**

The Language Institute (TLI) does not and cannot promise or guarantee employment or level of income or wage to graduates following graduation. TLI does not provide job placement to graduates upon program completion or upon graduation.

## **Scholarship and Financial Aid**

The Language Institute (TLI) does not currently participate in any of federal and state financial aid programs. However, if the student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to refund of the moneys not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan,
- (2) The student may not be eligible for any other federal student financial and at another institution or other government assistance until the load is paid.

In additional, The Language Institute (TLI) does not offer scholarship or financial aid services. Special payment plan, not financial loans, arranged by the institution may be available for qualified students. Please consult with our administrative office.

## **School Policy**

### **Admissions**

The Language Institute (TLI) will admit students processing a high school diploma or higher degree of education. Any other who is 18 years of age and older and who is determined to be capable of profiting from the programs we offer are also eligible to apply to TLI. Individual who is under 18 years of age may be admitted with a written agreement from a parent or guardian.

### **English Proficiency**

The Language Institute (TLI) offers non-degree English training programs and English proficiency is not required. The students will demonstrate English skills through an English assessment test prior to the beginning of their program. The students may also submit a TOEFL score report for an evaluation instead of taking the English assessment test.

### **Application**

An applicant may apply for admission into the academic program at The Language Institute (TLI) by doing one of the following:

- Submitting a completed application directly to TLI admission office
- Mailing a completed application to The Language Institute at  
70 S. Lake Ave., Suite 830, Pasadena, CA 91101 U.S.A.
- Submitting application online through our website (and e-mail) at  
[www.tli-languageschool.com](http://www.tli-languageschool.com)

### **International Students**

If you are a resident of a foreign country and plan to study in the United States on a full-time basis, you must process a valid F-1 student visa in order to be eligible to enroll in our program. The Language Institute (TLI) is approved by the U.S. Immigration and Customs Enforcement or ICE (formerly INS), which is a bureau of the U.S. Department of Homeland Security, to accept and enroll foreign students and to issue 'Certificate of Eligibility for Nonimmigrant (F-1) Student' or I-20 to foreign students through the Student and Exchange Visitor Information System or SEVIS. You can use our I-20 form to apply for an F-1 student visa at your local U.S. embassy or consulate. It is your responsibility to obtain a student visa from your local American embassy prior to your arrival in the United States. We encourage you to visit the U.S. Department of State's website (<http://travel.state.gov/visa>) to learn more about student visa or you may direct your questions related to student visa to our administrative office.

### **Non-Discrimination**

The Language Institute (TLI) provides equal opportunity to all applicants regardless of race, religion, age, sex, marital status, disability or sexual orientation to enroll in any of our academic programs and to obtain services.

### **Student's Rights to Access Their Files & Records**

The Language Institute (TLI) fully protects our student's information and records. Student information is kept confidential and not available to anyone without a written consent from the student. TLI shall maintain records of student's name, address, e-mail address, and phone number for five years from student's graduation, withdrawal or termination from our school. A photocopy of grade reports and awarded certificate(s), if applicable, shall also be kept in student's file.

## **Cancellation, Withdrawal and Refund Policy**

Student has the right to cancel enrollment prior to the beginning of a session or within 7 days after signing our Enrollment Agreement, whichever is later, for a full refund of school charges less application fee (\$100) and other applicable nonrefundable fees. All cancellation requests must be in writing and mailed or hand delivered to our administrative office no later than the end of the above cancellation period.

Student may withdraw from a class at any time after the session has started. Any outstanding tuition or fee charges owed must be paid at the time of withdrawal. Student who prepaid tuition and fee but has completed 60% or less of the total instruction hours will receive a pro rata refund for the unused portion of tuition. Refund will be based on the total tuition incurred by the student at the time of withdrawal, not the amount of the student has actually paid. All withdrawal requests must be in writing, showing specific reasons for withdrawal and submitted to our administrative office immediately.

In the case that student withdraws or cancels before complete 60% of the total instruction hours, the refund shall be the total amount of tuition for the instruction hours multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received and the denominator of which is the total instruction hours.

Example: Upon enrollment a student pays \$650.00 for tuition and \$100.00 for registration. After completing 30 hours of an 80-hour course, he/she withdraws:

$$\begin{array}{ccccccc} (750.00 & - & 100.00) & \times & 50 / 80 & = & \$406.25 \\ \text{Amount paid} & & \text{Registration fee} & & \text{Hours paid for but not received/ Total Instruction Hours} & & \text{Refund amount} \end{array}$$

For the purpose of determining the amount of refund, if withdrawal date is unknown, the date from which refund will be determined is the last date of recorded attendance.

If the student has completed 60% or more of the total number of instruction hours, no refund is due.

If student is denied admission to our school, a full refund of all monies paid, less nonrefundable application fee will be made.

If our school cancels or discontinues a course or education program, school will make an appropriate refund of all charges. Purchased textbooks and class materials are generally nonrefundable unless they are unused and in a good and resalable condition.

If the amount the student has paid is greater than the amount of refund, refund will be made within 30 days of the notification of an official withdrawal or date of determination of withdrawal by the institution. If the amount the student owes is greater than the amount of refund, the student has to make an arrangement to pay in a timely manner.

The Language Institute (TLI) reserves the right to not refund tuition if student fails to cancel and submit cancellation request in writing prior to the beginning of the first class or if the student fails to submit withdrawal request in writing within 7 days after the class is canceled.

Refund will not be made if the student is terminated due to violation of school policies or state and federal law.

All refunds, except when the student is denied admission and when our school cancels or discontinues a course or program are subject to administrative fee of \$100.

## **Additional Cancellation and Refund Policy for F-1 International Students**

Cancellation of enrollment and/or withdrawal from classes may affect your F-1 student status as outlined in the regulations of the U.S. Immigration and Customs Enforcement or ICE. F-1 student is strongly suggested to consult with international student office or a student advisor before cancel or withdraw from a class.

- F-1 student who cannot enter the United States before the program start date indicated on our school I-20 may cancel enrollment and receive a full refund of tuition charge that has been paid to our school. All cancellation requests must be in writing and must include the original copy of our school I-20 and mailed to our administrative office no later than the program start date indicated on the I-20.
- F-1 student who entered the United States on our school I-20 must complete the first term of study before transfer to another F-1 school. If the F-1 student chooses to not begin his/her study at all before transfer to another F-1 school, The Language Institute (TLI) reserves the rights to retain the tuition of the first four weeks and refund the unused portion of tuition. F-1 student who already began class and study beyond four weeks will receive a pro rata refund for the unused portion of tuition as described in the Cancellation, Withdrawal and Refund Policy.
- Application fee is nonrefundable.
- Housing placement fee is nonrefundable unless the service has not been rendered when the written cancellation is received.
- Express mailing or courier fee is nonrefundable unless the service has not been rendered when the written cancellation is received.
- Student is also responsible for expenses related to process or complete refund i.e. wire transfer fee, bank charge, mailing service fee, etc.

## **Standards of Student Conduct and Rules**

### **School and Classroom Conduct**

The following violations of school and classroom conduct subject students to disciplinary action:

- Use, possession, or being under the influence of alcoholic beverage, and drugs while on campus.
- Possession of any weapons while on campus.
- Gambling in school premises.
- Disobedience to directions of school officials including teaching staff acting in the performance of their duties.
- Violation of school rules and regulations.
- Dishonesty, such as cheating or providing false information to school.
- Forgery, alteration or misuse of school documents or identification.
- Unauthorized entry to or use of school facilities.
- Obstruction or disruption of classes, administration or authorized school activities.
- Theft of or damage to property of school, other students or visitors of school.
- Misuse of any computer technology including equipment, software, network, or Internet access.

## **Disciplinary Actions**

If any of these policies are violated, the school may exercise one or combination of the following actions:

- Warning: student receives either a verbal or written warning, usually on the first violation
- Probation: student receives a written letter and is closely monitored for a specific period of time and/or until the violation is resolved
- Suspension: student is not allowed to participate/attend classed for one session (4 weeks), this will result in absences, and may be allowed to return to classes at the beginning of the next available session
- Expulsion: student is dismissed from the program

## **Student Complaint Procedures**

Students may file a complaint by communicating either orally or in writing to administrator. The Language Institute (TLI) will attempt to resolve the complaint. When students orally deliver complaint and it is not resolved within a reasonable period, or it is not resolved before the students complain one more time about the same matter, TLI will advise the students that the complaint must be submitted in writing, and TLI will provide the students with a written summary of the institution's complaint procedure. When students file a written complaint, TLI will, within 10 working days of receiving the complaint, provide the students with a written response to the objection. If the complaint or relief requested is dismissed by the administration, the reasons for its rejection will be stated.

## **Attendance Policy**

The Language Institute (TLI) encourages students to attend class regularly in order to maximize benefits from learning in our classrooms. In addition, students are expected to be reliable and punctual in arriving for scheduled classes.

### **Absence and Tardiness**

An absence without notifying administrative office and teachers may result in exclusion from classes. In the event that students are unable to notify administrative office and teachers prior to their absence from a class, student must contact our office as soon as possible.

Failure to arrive in the classroom five minutes after the lesson begins will cause student tardiness. Teachers will keep records of all tardiness. Failure to arrive in the classroom on time three times will result in an unexcused absence.

TLI allows students up to four absences per session (4-week course). Students will receive a written warning letter from TLI after missing classes more than four times per session.

In order to be eligible for the final test at the end of 12-week course, students must maintain 80% attendance. This means that students can have only 12 absences during the 12-week period.

### **Leave of Absence**

The Language Institute (TLI) does not encourage leave of absence. However, in case of emergency, a written notice for leave of absence must be submitted to the administrative office. The written notice must show legitimate reasons. If applicable, a written proof from professionals must be attached, i.e. a letter of doctor or hospital in case that student requests leave of absence due to illness. If a leave of absence is

requested during a session, rejoining of the classes is subject to availability and the student must once again demonstrate proficiency and competitiveness for the class.

### **Make-up Work / Make-up Class**

The Language Institute (TLI) does not provide make-up classes to absent students. It is the student's responsibility to arrange with teachers for make-up assignments or homework as soon as the student returns to class. However, since test is mandatory, absent students must reschedule with the teachers for make-up tests immediately.

## **School Calendar**

The Language Institute (TLI) offers four quarterly terms of classes a year. We divide each term of study into three sessions of four weeks each. Therefore, we operate 12 sessions per academic year. In addition, there are four school breaks in one academic year, once every term.

Students are encouraged to begin study at the beginning of each session. Students may begin study in the middle of a session, but they must be able to demonstrate through placement exam that they can be competent in the class.

## **School Holidays**

A schedule of holidays is published and posted on school bulletin board at the beginning of each academic year. The Language Institute (TLI) is usually closed to observe the following national and state holidays.

- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving
- Christmas

## 2012 Academic Year Calendar

January 3 .....	Winter Term, Session 1 begins
January 16 .....	Martin Luther King Jr. Day (Holiday)
January 30 .....	Winter Term, Session 2 begins
February 20 .....	President's Day (Holiday)
February 27 .....	Winter Term, Session 3 begins
March 23 .....	Winter Term ends (Final Exams)
March 26 – 30 .....	School Break
April 2 .....	Spring Term, Session 1 begins
April 30 .....	Spring Term, Session 2 begins
May 28 .....	Memorial Day (Holiday)
May 29 .....	Spring Term, Session 3 begins
June 22 .....	Spring Term ends (Final Exams)
June 25 – 29 .....	School Break
July 2 .....	Summer Term, Session 1 begins
July 4 .....	Independence Day (Holiday)
July 30 .....	Summer Term, Session 2 begins
August 27 .....	Summer Term, Session 3 begins
September 3 .....	Labor Day (Holiday)
September 21 .....	Summer Term ends (Final Exams)
September 24 – 28 .....	School Break
October 1 .....	Fall Term, Session 1 begins
October 8 .....	Columbus Day (Holiday)
October 29 .....	Fall Term, Session 2 begins
November 23 .....	Thanksgiving (Holiday)
November 26 .....	Fall Term, Session 3 begins
December 21 .....	Fall Term ends
December 25 .....	Christmas (Holiday)
December 24 – January 1 .....	School Break

## Programs of Study

The Language Institute currently offers the following programs:

- Intensive English A (ESL)
- Intensive English B (ESL)
- TOEFL Preparation
- English Conversation
- GRE Preparation
- Business/ Executive English

## Duration of Programs

<b>Program</b>	<b>Days</b>	<b>Weeks</b>	<b>Clock Hours</b>
Intensive English A	5	12	300
Intensive English B	5	12	240
TOEFL Preparation Course	5	6	125
English Conversation	5	8	144
GRE Preparation	5	4	75
Business/Executive English	5	8	240

## Class Size

The number of students in each class is usually limited to fifteen in order to assure that individual student will be given enough instruction and attention from the teachers. By keeping the class size small, we can guarantee that our student's learning experience is rewarding and meaningful.

## **Grading Policy**

The standing of studies in each course will be determined by class work, participation and examinations. TLI uses the uses the following scale to determine grades:

Excellent (A)	100-90%
Outstanding (B)	89-80%
Good (C)	79-70%
Need Improvement (D)	69-60%
Failing (F)	59% & Below

Students are required to take quizzes and a test during three-session course (12 weeks) as well as to keep up with the assigned homework and class participation. Score from quizzes, test, homework assignment and participation make up final grade. Student must maintain a passing grade; A, B, or C. Students receiving a grade below 70% (D and F) will repeat the particular course.

## **Graduation**

A student is considered graduated from a class if he/she has maintained 80% attendance, received a passing grade, and obtained score of 70% or better on the final test. A Certificate of Completion will be awarded to students upon successful completion of a full course of study, as well as upon completion of the entire program of study at our institute. Successful completion requires that students maintain passing grades during their studies at The Language Institute.

## **Success of Student**

The student's individual success or satisfaction is not guaranteed, and is dependent upon the student's individual efforts, abilities and application of himself/herself to the requirements of the institution.

## **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The Language Institute (TLI) offers only non-degree, non-credit English training programs and offers only a certificate of completion to the student who successfully completes a course of study and/or the entire program. TLI does not have an articulation agreement with other institutions and does not imply, promise, or guarantee the transferability of credits or certificate to a college, university or institution.

The transferability of credits you earn at The Language Institute (TLI) is at the complete discretion of an institution which you may seek to transfer. Acceptance of the certificate you earn in any of our programs 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 The Language Institute (TLI) to determine if your certificate will transfer.

### **Elimination of Class**

The Language Institute reserves the right to cancel, postpone, or reschedule the program start date when the number of students scheduled to start the class is not sufficient as determined by TLI. The student may also be offered an alternative class to enroll.

## Cost of Programs

### Schedule of Student Charges

Application Fee (nonrefundable)	\$100.00
Intensive English A (300 hours per 12 weeks)	\$2,200.00
Intensive English B (240 hours per 12 weeks)	\$1,800.00
TOEFL Preparation (250 hours per 12 weeks)	\$1,800.00
English Conversation (216 hours per 12 weeks)	\$1,800.00
GRE Preparation (225 hours per 12 weeks)	\$2,200.00
Business/Executive English (240 hours per 8 weeks)	\$3,000.00

\* Fees and Tuition are subject to change without prior notice. Please visit our website for updated information.

### Payment

The nonrefundable application fee must be submitted along with the application for enrollment. Tuition for each session or term is generally due and payable upon the acceptance of student's application and when the date of first class session is set. Any remaining balance of tuition must be paid on or prior to the beginning of the first class of session or term. Any payment not received by due date is subject to additional late payment fee.

The Language Institute (TLI) reserves the right to change tuition and fees without prior notice. Any tuition or fee changes will not affect students who have already paid in full for a particular session or term. However, upon completion of the pre-paid session or term, such students will be required to pay according to the new tuition and fee schedule should they choose to enroll in future sessions. Failure to meet these financial commitments may result in temporary suspension, withholding of grades and certificates, and may also result in dismissal from school.

## **Student Tuition Recovery Fund (STRF)**

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.

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.

## **Course Description**

### **Program: Intensive English Program**

Intensive English Program is an English as a Second Language (ESL) program especially designed and developed to help non-native English speakers to learn essential English skills: grammar, reading & writing, listening & speaking. These skills are taught in a friendly atmosphere and in a way that will quickly help students to improve both written and oral expression.

### **Prerequisites**

No prerequisites. Students must demonstrate appropriate English proficiency. A placement test will be administered prior to the start of the course to assess students' initial language level. English Competency Requirement: Qualified Placement test score between 0 and 84.

### **Classes**

#### ***Intensive English - Beginning***

Phase One: This class is designed for students who have very limited or no knowledge in English language. Only simple vocabulary and basic sentence structure will be introduced.

Phase Two: This class is designed for students who already have an understanding of simple vocabulary and sentence structure. Basic English grammar and conversational skills will be introduced.

Phase Three: This class is designed for students who have an understanding of vocabulary and sentence structure. The class utilizes an expanded vocabulary, advanced sentence structures, and idiomatic expressions for use in conversational skills. Oral communication will be also emphasized.

### ***Intensive English - Intermediate***

Phase One: This class is designed for students who have knowledge of English grammar and composition, and are able to speak in simple conversation. Students will enhance vocabulary and sentence structure, and will begin to develop more complex sentences and paragraphs.

Phase Two: This class is designed in a way that students can enhance their ability to communicate both in written and oral form by expanding their knowledge of vocabulary, sentence structure and organizational patterns. Students will begin to develop more abstract thoughts and ideas in both their written and oral lessons.

Phase Three: This class is designed to help students enhance communication beyond the sentence level by is emphasized with class discussions. Students will begin reviewing multicultural short stories and classic novels written by American writers to increase their cultural and literary knowledge and improve reading comprehension.

### ***Intensive English- Advanced***

Phase One: This class is designed with focus on verb tenses and advanced sentence and paragraph structures. Students will begin to learn additional skills they will need when study in college or university. All topics selected for conversation focuses on what students will encounter at university level.

Phase Two: This class is designed with focus on composition lessons, where there will be an emphasis on timed readings, academic reading comprehension skills, advanced vocabulary, free and controlled composition, essay patterns and presentation skills.

Phase Three: This class is designed with focus on public speaking skills and participation in professional interactions beyond the classroom. Oral communication will be mastered at this time.

### ***Intensive English - Academic***

Phase One: This class is designed to help students demonstrate competency in verbal and grammar structure, and exhibit strong written and oral presentation skills at this level. There will be an emphasis on conversational as well as written skills.

Phase Two: This class is designed to help students prepare to engage in complex conversations and be able to respond to any verbal situation. There will be an emphasis on preparing for academic lectures, study techniques for research, and complex writing ability.

Phase Three: This class is the final preparation before students enter a college or university. Students will review more advanced texts and will continue to enhance their techniques of interpretation. Students will also begin exploring American history, which is vital to their success and productivity in an American university and beyond.

**Program: TOEFL Preparation**

The purpose of this class is to prepare students to obtain the highest possible score on the Test of English as a Foreign Language (TOEFL). The class focuses on all of the aspects covered on the TOEFL exam include Listening & Speaking Comprehension, Reading Comprehension, and Sentence Structure, Vocabulary, Grammar, and Idiomatic expressions. Students receive hand-on training in each of the subject area measured by the exam. Most-up-to-date materials are used in classes to help students become familiarized with what they will see on the actual exam. Students will also learn test-taking skills such as: time-management and reduction of test-anxiety.

**Prerequisites**

No prerequisites. Students must demonstrate appropriate English proficiency. A placement test will be administered prior to the start of the course to assess students' initial language level. English Competency Requirement: Qualified Placement test score of 85 or higher; Completed TLI Intensive English - Advanced, 3.5 IELTS score (Academic Test Format Only); or 45 iBT TOEFL score.

## **Program: GRE Preparation**

The purpose of this class is to prepare students to obtain the highest possible score on the Graduate Record Examination (GRE) General Test. The class focuses on all of the aspects covered on the GRE General exam include verbal reasoning, quantitative reasoning, and critical thinking and analytical writing skills.

### **Prerequisites**

Students must demonstrate appropriate English proficiency. A placement test will be administered prior to the start of the course to assess students' initial language level.

English Competency Requirement: Qualified Placement test score of 95 or higher;

Completed TLI Intensive English - Academic, 5.0 IELTS score (Academic Test Format Only); or 75 iBT TOEFL score.

### **Emphasis**

***Verbal Reasoning*** – GRE preparation class will help students improve ability to analyze and evaluate written material and synthesize information obtained from it, analyze relationships among component parts of sentences, and recognize relationships between words and concepts.

***Quantitative Reasoning*** – GRE preparation class will help students improve ability to understand basic concepts of arithmetic, algebra, geometry, and data analysis; to reason quantitatively; and to solve problems in a quantitative setting.

***Analytical Writing*** – GRE preparation class will help students improve ability to articulate complex ideas clearly and effectively; to examine claims and accompanying evidence; to support ideas with relevant reasons and examples; to sustain a well-focused, coherent discussion, and control the elements of standard written English.

Students receive hand-on training in each of the subject area measured by the exam. Most-up-to-date materials are used in classes to help students become familiarized with what they will see on the actual exam. Students will also learn test-taking skills such as: time-management and reduction of test-anxiety.

**Program: English Conversation**

The English conversation class is carefully designed for non-native English speakers who already have a basic understanding of English and want to improve listening skill and extend their fluency in spoken English. All class activities use selections from current newspaper and periodicals and other materials to help students improve their speaking and pronunciation skills, American English idioms and slang, and Vocabulary.

**Prerequisites**

Students must demonstrate appropriate English proficiency. A placement test will be administered prior to the start of the course to assess students' initial language level. English Competency Requirement: Qualified Placement test score of 85 or higher; Completed TLI Intensive English - Advanced, 5.0 IELTS score (Academic Test Format Only); or 70 iBT TOEFL score.

## **Program: Business/ Executive English**

This is an intensive program especially designed for individuals or small groups of students who want to advance English for Business communication competency and succeed in today's business world in a short term. Focus is on improving a full range of business English communication skills including

- Business vocabulary
- Business writing
- Oral communication
- Accent reduction
- Presentation skills

## **Prerequisites**

Students must demonstrate appropriate English proficiency. A placement test will be administered prior to the start of the course to assess students' initial language level. Only students scoring 80/100 or higher will be eligible to enroll in the Business English Program.

## **Classes**

***American Business Terminology*** - teaches over 1000 words and phrases in a wide variety of business areas including accounting, sales, travel, insurance, advertising, management, trade, and public relations.

***Business Meetings*** - introduces the language of international meetings. The class provides all the necessary language to ensure full and effective participation.

***Business Simulations*** - a stimulating language class for students of business English. The class helps students identify what business students need to learn in order to

increase their understanding, fluency, and communicative power in English. It also helps ensure that students engage with the language and interact with each other.

**Professional Business** - provides pre-work students with a variety of practice opportunities in problem solving, critical thinking, and professional communication. The class provides students with the language and life skills necessary to pursue business-related career goals through language practice based in real-world situations.

**Business Writing** – designed for nonnative speakers of English to help them polish their use of phrases, articles, modal auxiliaries, tenses, and the other areas that commonly cause problems for speakers of English as a second language. The class teaches the critical skills of writing clear curriculum vitae (resume), e-mail messages, memos, business letters, and reports.

**Business Communications** - emphasizes speaking, listening and problem solving at work. The class teaches students to do their job in English - not just to talk about work, through dialogues and pronunciation activities.

**Presentation** - introduces a comprehensive range of public speaking skills. The class discusses techniques for handling an audience. It also pays unique attention to the structure and detail of the art of speaking and writing effectively.

**Interview and Reports** – a real-life business practices - students write proposal asking for permission to visit various local businesses; students make appointment and conduct interviews with business managers/supervisors learning about their business operations; students write reports and present their findings in a professional manners and atmosphere using the techniques learned from other courses.

## Faculty and Instructors

Our instructors are native English speakers who have a Bachelor's degree and/or TESOL Certificate or Master's Degree or have a minimum 18 months of prior English language teaching experience with international students. Our instructors also have superior skills in creating a dynamic, interactive classroom experience. We hire instructors who have high energy level and ability to thrive in a fast-paced environment and instructors who are well-organized, fun, energetic, tremendous patient, hard-working and have excellent communication skills with people of all ability levels.

**Anais Pineda, ESL Instructor** *Bachelor of Arts, Major in French/Minor in Applied Linguistics ESL, University of California, Los Angeles (UCLA), CA*

**Crosby Moreton, ESL Instructor** *PhD candidate for Beginning modern and biblical Hebrew, Fuller Theological Seminary, Pasadena, CA; Certificate in Advanced French, Universite Paris Iv Sorbonne, Paris, France; Cambridge University CELTA (TEFL) Certificate, Transfer Madeline, France; B.S. in Kinesiology, California Polytechnic State University, San Luis Obispo, CA*

**Carey Hall Waldrop, ESL/Business English Instructor** *M.Div. (Mater of Divinity), Golden Gate Theological Seminary, Mill Valley, CA; Master of Arts in Intercultural Communication, Union University, Jackson, Tennessee; Bachelor of Arts, Major in Human Services, Minor in Psychology & Religion, Carson-Newman College, Jefferson City, Tennessee*

**Gabrielle Toft, ESL/Business English Instructor** *CTESOL Certificate, Transworld Schools, San Francisco, CA; B.A. in Creative Writing, San Francisco State University, San Francisco, CA*

**Jennifer L. Van Hying, ESL Instructor** *M.A. in TESOL Program, California State University, Los Angeles, CA, USA; Ph.D., Germanic Studies/Advanced CTESOL Certificate, University of Texas, Austin, TX, USA; B.A. in German, University of Montana, Missoula, Montana, USA*

**Kristen Cox, ESL Instructor** *M.A. in TESOL Program, California State University, Los Angeles, CA, (In Progress); TESOL Certificate, TEFL International, Phuket, Thailand; Graduate Research/ Critical Thinking in Education, Drury College, Springfield, MO; B.A. in Philosophy and Religion Drury College, Springfield, MO*

**Lee Keeler, TOEFL/GRE Instructor** *Master of Fine Arts/Dramatic Writing, Savannah College of Art and Design, Savannah, GA; B.A. in English, The Ohio State University, Columbus, Ohio*

**Maria Uribe, ESL/Business English Instructor** *M.A. in TESOL Program, California State University, Los Angeles, CA; B.A. in English, California State University, Los Angeles, CA*

**Marisa A. Reyes, ESL Instructor** *M.A. in Library and Information Science, San Jose State University, San Jose, CA; TESOL Certificate, Global TESOL College, CA; B.A. in Liberal Studies, California State University, Long Beach, CA*

**Suzanne Kelley, Business English Instructor** *M.A. in English/Teaching English as a Second Language, California State University, Dominguez Hills, CA; B.A. in Mass Communications, University of Denver, Denver, CO*

**William E. Ambrose, ESL/Business English Instructor** *Bachelor of Arts in Political Science, California State University, Pomona, CA, USA*

## **Additional Services**

### **Housing Placement Service**

The Language Institute (TLI) does not own and/or operate a student dormitory or house. However, we can help arrange comfortable and safe accommodation for our students. Students can choose from staying with an American homestay family, in an apartment, in a student dormitory of a nearby college or a hotel depending on how long your stay is and your particular situation. Housing placement service fee is \$250 which is a nonrefundable fee. American homestay family and dormitory are available year-round on a first-come-first-served basis.

#### *Sample Pricing*

American Homestay Family: \$550 per month (without meals) or \$800 per month (with meals)

Dormitory: Prices start at \$585 per month for shared room with 8 meals per week

For additional information and updated pricing, please visit our website. To receive further housing assistance, please contact our administrative office.

### **Private Classes**

The Language Institute (TLI) can also arrange private tutoring and class for our students who require additional hours of training. To obtain additional information about private classes, please contact our administrative office.

