

# SCHOOL CATALOG

**Justenglish**

*Meet Your Future!*

LONG BRANCH

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## ABOUT US

### Mission

“Our mission is to create more love in the world by enhancing the communication between people around the world.

The IEP of Just English focuses on developing proficiency and confidence in the English language and American culture through a collaboration of approaches placing value on students’ real-life applications fostered within the community of the school, neighborhood, and country.”

### Vision

To be a center that attracts and supports union through communication and culture. Fostering global citizenship and the understanding of people from different nations.

### Values

Education – Respect – Ethics – Creativity – Constant Updating.

### Locations

#### **Long Branch** (Branch Campus)

339 Broadway, Long Branch NJ 07740 :: +1 (732) 728-0100 :: [newjersey@justenglishus.com](mailto:newjersey@justenglishus.com)

The Long Branch campus is part of the beautiful Jersey Shore, offering the relaxed environment and scenic views a beach town has to offer. The city is rich in culture, beautiful nature, and packed with activities. Additionally, Long Branch is a short train ride to New York City and everything the Big Apple has to offer.

Our campus is equipped with everything a student needs to enjoy their learning experience. Each class has a maximum of 17 students for a personalized approach and students can use our on-site computer lab.

The experienced staff from JE-Long Branch makes sure to encourage an English-only policy in the school to maximize the students’ learning opportunities.

**F-1 visa holders** must take full responsibility for understanding and following the law. For more information, not included in this handbook, read the "Instructions to Students" section on the second page of the I-20 form. JE must inform the government if students withdraw from the program, stop coming to class, fall below the required weekly hours or fail to be responsible financially. Being "out of status" is a serious violation which may result in deportation and/or a ban on re-entry to the United States in the future. If students have any questions about their status, they must consult with the DSO.

### SEVIS

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based government program that keeps track of international students, scholars, and their dependents. SEVIS communicates with schools and universities, U.S. Embassies and Consulates, airports and other ports of entry into the U.S., the Immigration Service (USCIS), and the Department of Homeland Security (DHS).

### DSO (Designated School Official)

The DSO is authorized by the American Government to verify and certify documents for F-1 visa students. The DSO will also issue I-20 forms to qualified students and ensure that F-1 visa students remain in compliance with state and federal laws. Students must communicate regularly with the DSO to address any questions or problems involving visas or other official paperwork.

### F-1 Visa

Only an U.S. Embassy or Consulate abroad can grant a visa. We do not *issue or extend visas*. If students are in the U.S. and their visa expire, permission to be in the U.S. remains valid for the time stated on the I-20 form. Registration in SEVIS for each school term is required. If students decide to leave the country, they must verify their visa expiration before they re-enter the U.S. If their visa expire while they are outside of the U.S., they will need to obtain a new visa through a U.S. Embassy or Consulate to reenter the country.

### I-20 Form

The I-20 form, also called the "Certificate of Visa Eligibility", is created by schools and universities through the SEVIS system. Students' I-20 forms and electronic updates in SEVIS are permanent records of students' activities and a direct link to authorities. Students are advised to all I-20 forms while Students are in the U.S. JE does not keep/provide copies of previously issued I-20 forms.

### I-94 Form

The I-94 form is the document that determines the duration of students' stay in the U.S. If provided a paper form, DHS officer attaches the I-94 to students' passports. If it is an electronic form, students will be provided with an annotated stamp in their passport. The notation "D/S" on their I-94 means "Duration of Status" and refers to the program length indicated on their current I-20 form. The I-94 also records students' arrivals and departures. Visit <https://i94.cbp.dhs.gov/i94/request.html> to get a copy of Students' I-94 form.

## Passport

While in the United States, students must maintain a valid foreign passport. If their passport is set to expire within six months or less, they must contact their country's consulate or its embassy for help and information on renewing.

## Length of Stay

Length of stay is determined by the I-20 form. Students can enroll from 1 to 52 weeks in a full-time program (18+ hours weekly). If students complete their program before the end date written on the I-20 form, we shorten the I-20 form to that new date.

## Extension of Stay

It is the students' responsibility to extend their I-20 form before it expires. If they are still pursuing advancement on their program and Just English offers that program beyond the end date on their I-20 form, they must request an extension at least four (4) weeks before their current I-20 form expires. Extensions require students to provide financial documentation to support the fact that they and/or a sponsor can support their studies for the time requested in the extension. **Expedite fee** will apply if extension is requested two (2) weeks before their current I-20 form expires.

## Financial Support

Students must demonstrate that they are financially able to support themselves and any dependents they may have for the entire period of their stay in the United States while pursuing a full course of study. This evidence must satisfy the cost of students' education, living, and travel expenses. (If students have children they cannot become a burden that prohibits them from coming to school. Children of non-immigrants should not attend public schools.)

## Termination of Status

It is the students' responsibility to maintain their immigration status. F-1 students who violate the conditions of their F-1 status are considered out-of-status and unlawfully present in the United States. Being out-of-status means that students will no longer be eligible for benefits such as on-campus employment, transfer to another school or vacation abroad. The DSO is required by law to report to the United States Citizenship and Immigration Service (USCIS) when students fail to maintain their status. Termination of students' records in the SEVIS system cannot be voided.

Common violations include:

- Attendance - Failure to maintain a full course-load (18 hours per week)
- Attendance - Taking time off from classes (other than authorized vacations)
- Employment - Working without authorization
- Failure to maintain financial commitments. (tuition, books, and other fees)
- Not completing the transfer process within 15 days of transferring from another school
- Remaining in the U.S. with an expired I-20 form
- Failure to report a change of address within 10 days
- Failure to maintain good academic standing
- Withdrawing without authorization

The DSO is available to assist students, but the DSO is also responsible for ensuring the school's compliance with immigration regulations concerning the enrollment of international students.

NOTE: If students are aware of a potential problem with their immigration status, they must contact the DSO before it becomes an actual problem. In general, the options to correct a situation become limited once a problem has developed. Students are encouraged to contact the DSO anytime any questions or concerns arise.

### Employment

As F-1 visa holders, students are not permitted to work off campus or engage in business without an explicit employment authorization issued by DHS. Doing so is considered a serious violation of their student status and may result in deportation. Students are encouraged to contact the DSO for further information.

F-1 visa holders are eligible to work only on campus for a maximum of 20 hours per week. For more information, visit <https://studyinginthestates.dhs.gov/working-in-the-united-states>.

## RECREATIONAL STUDENT (NON-VISA HOLDER)

**Recreational students** should also follow the rules of the school, excluding what pertains to F-1 visa holders.

## PROGRAM OVERVIEW

### Intensive English Program

The Intensive English Program (IEP) prepares students to communicate in English with a diverse array of speakers from around the world, who have a wide range of native and non-native accents. An emphasis on cultural fluency enables students to navigate the social, travel, and business situations that they will encounter in their everyday lives.

The general instructional goal of our IEP is to collaborate with the students' desire to speak English fluently with the academic environment in mind seeking a college or University degree in the future; it also caters to community students who take our courses for personal development. The primary instructional approach is student-centered, and our methodological approach is Communicative. Even though this is not an academic course, it gives consistent content that will help future academic students to have a good understanding of the English language reaching up to a level C1 on the CEFR scale.

The Intensive English Program is subdivided into 6 levels of instruction from Beginners to Advanced in its Core Course Curriculum and a TOEFL test preparation course. To complement the core program, we offer Supplemental Skills Courses: Pronunciation for levels 1 and 2, Conversation for levels 3 and 4, Writing for level 5 and 6, and Business English for TOEFL Test Preparation. Additionally, there are 30 minutes of Culture Immersion classes daily.

Each level is 16 weeks long subdivided into 4 terms of 4 weeks each. Classes run from Monday through Thursday.

Administration

Our administrators come from different backgrounds from both business and education worlds. We have been extremely fortunate to have found many multi-lingual professionals who also understand the needs of international students and are capable of tailoring services and administering tasks in a multi-cultural environment.

In charge are the CEO and the Vice President. There is an Education Coordinator, a Head Teacher, a Front Desk Admissions Manager, program specialists, and a DSO. The director of JE Long Branch is Cuneyt Gurkan and he is responsible for the school’s day-to-day operations.

Faculty

Our faculty plays an important role in the carrying out of our program. With their knowledge of the American culture and professional experience, our ESL instructors help us focus on the relevant aspect that pertains to the mission, curriculum and goals of the program.

They are dedicated, hardworking and willing to always go the extra mile to help students whenever needed. They also participate in various cultural and educational events during the year, contributing to the enrichment of the student’s experience.

The hiring qualifications are based on education and experience. The minimum education accepted is a BA in ESL or a BA in an unrelated area of study plus TESOL/TEFL/CELTA certificate.

**CLASS SCHEDULE**

Students are required to take a Placement Test (written and oral), which will determine their class schedule. Students will be provided with a schedule and are expected to attend classes punctually. Students are only excused from regular classes when participating in school-organized activities outside of class.

Morning Schedule (18 hours weekly)		Evening Schedule (18 hours weekly)	
8 am – 8:50 am	Supplemental Course	5:30 pm – 6 pm	Cultural Immersion
8:50 am – 9 am	Break	6 pm – 6:50 pm	Supplemental Course
9 am – 11 am	Core Course	6:50 pm – 7 pm	Break
11 am – 11:10 am	Break	7 pm – 9 pm	Core Course
11:10 am – 12 pm	Extra Core	9 pm – 9:10 pm	Break
12 pm – 12:30 pm	Cultural Immersion	9:10 pm – 10 pm	Extra Core

## SCHOOL CALENDAR

### Academic Calendar 2024

TERMS	START DATE	END DATE	TEST DAY
TERM 1*	January 8	February 1	February 1
TERM 2*	February 5	February 2	February 29
TERM 3	March 4	March 28	March 28
TERM 4	April 1	April 25	April 25
TERM 5	April 29	May 23	May 23
TERM 6*	May 28	June 20	June 20
TERM 7*	June 24	August 1	August 1
TERM 8	August 5	August 29	August 29
TERM 9*	September 3	September 26	September 26
TERM 10*	September 30	October 30	October 30
TERM 11*	November 4	November 27	November 27
TERM 12*	December 2	December 24	December 24

\* **Terms affected holidays and/or breaks:** New Year's Day (01/01/21), Presidents' Day Observed (02/19/24), Memorial Day Observed (05/27/24), Summer Vacation (07/01/24 – 07/12/24), Labor Day Observed (09/02/24), Columbus Day Observed (10/14/24), International Festival (10/24/24), Thanksgiving Day Observed (11/28/24).

Curriculum is planned around the break and/holidays. No content will be missed.

### Holiday Calendar 24

Jan 01	Closed: New Year's Day
Feb 19	Closed: President's Day
Apr 15	Faculty/Staff Professional Development
May 27	Closed: Memorial Day
Jul 1-12	Closed: Summer Break
Aug 12	Faculty/Staff Professional Development
Sep 02	Closed: Labor Day
Oct 14	No Class: Columbus Day (reduced hours)
Oct 24	No Class: International Festival (Mandatory to F-1 students)
Nov 28	Closed: Thanksgiving Day
Nov 26-27	Office closed
Dec 23-31	Closed: Winter Break

JE foresees in the academic calendar 5 days of class cancellations due to emergencies, extreme weather, and other hazardous circumstances. No refunds will be processed due to emergency closure and/or planned holidays

Academic and Holiday Calendars are also posted on each classroom and on JE's website [www.justenglishus.com/TOEFL-Classes](http://www.justenglishus.com/TOEFL-Classes).

### Entrance Requirements

To be eligible for admission, students must:

1. be at least 18 years of age;
2. be literate in their native language (a high school education is recommended);
3. provide an official government-issued document as identification (passport);
4. F-1 visa holders must fulfill all requirements of their visa status;
5. take a Placement Test (written and oral).

### Registration Policy

JE has an open registration policy, which means students can enroll in classes in weeks one through three of each term. Students are not allowed to start classes on test week (fourth week of the term.) New students are always advised that their courses begin on Mondays unless there are holidays that affect the week, then an alternate day is assigned. Students may be placed in an ongoing class.

After taking a written and oral Placement Test, students are given all student-related materials, including the copy of the curriculum, syllabi, and course schedule. New student placement adaptation follow-up is done in writing by the faculty within the first 7 to 10 days after placement and given to the Head Teacher. During this follow-up, teacher and Head Teacher discuss the new students' integration into the class. This can cause a reassignment of class, level or extra classes (S.O.S. Classes) if it is determined that the students require extra help to catch up on any specific topic(s).

### Placement Test

Before starting classes, students must take a Placement Test (written and oral) which is designed to give a quick assessment of their knowledge of the English language. They will be placed into the class level that best suits them based on their placement test results.

### Placement Test Appeal

If students are not happy with their placement, they may appeal their initial placement by filling out the "Student Request Form". This form will be submitted to the Department of Education where the Head Teacher will offer them the opportunity to take the final test of the level indicated on their placement test report. They only progress if their score is 70 or higher for the current level they were placed on.

### Orientation

Upon registration, students are informed of their orientation session which will be scheduled prior to their first day of class. If they miss their scheduled orientation, they will need to schedule to meet with the DSO or assigned Director to go through the content covered during orientation.

## TUITION AND ADDITIONAL COSTS

### Tuition

Students can register from 1 to 52 weeks (maximum length of I-20 form). Tuition will be based on the number of weeks registered and must be paid in full before the first day of class. The length of the program is based on the number of weeks chosen by students, e.g., if student registers for 30 weeks, the length of the program will be 30 weeks and tuition will be charged for 30 weeks. Tuition is due four (4) weeks before the first day of class. Tuition, books, and other fees are set by the school and are subject to change without notice.

#### PREMIUM INTENSIVE ENGLISH - F1 VISA (18 hours per week)

# of weeks	Tuition	# of weeks	Tuition
1	\$172.00	27	\$3,159.00
2	\$344.00	28	\$3,276.00
3	\$501.00	29	\$3,393.00
4	\$632.00	30	\$3,330.00
5	\$720.00	31	\$3,441.00
6	\$864.00	32	\$3,552.00
7	\$1,008.00	33	\$3,663.00
8	\$1,152.00	34	\$3,774.00
9	\$1,179.00	35	\$3,885.00
10	\$1,310.00	36	\$3,996.00
11	\$1,441.00	37	\$4,107.00
12	\$1,572.00	38	\$4,218.00
13	\$1,599.00	39	\$4,329.00
14	\$1,722.00	40	\$4,000.00
15	\$1,845.00	41	\$4,100.00
16	\$1,968.00	42	\$4,200.00
17	\$2,091.00	43	\$4,300.00
18	\$2,214.00	44	\$4,400.00
19	\$2,337.00	45	\$4,500.00
20	\$2,340.00	46	\$4,600.00
21	\$2,457.00	47	\$4,700.00
22	\$2,574.00	48	\$4,800.00
23	\$2,691.00	49	\$4,900.00
24	\$2,808.00	50	\$5,000.00
25	\$2,925.00	51	\$5,100.00
26	\$3,042.00	52	\$5,200.00

#### ELITE INTENSIVE ENGLISH - F1-VISA (20 hours per week)

# of weeks	Tuition	# of weeks	Tuition
1	\$206.00	27	\$3,807.00
2	\$412.00	28	\$3,948.00
3	\$600.00	29	\$4,089.00
4	\$760.00	30	\$3,990.00
5	\$860.00	31	\$4,123.00
6	\$1,032.00	32	\$4,256.00
7	\$1,204.00	33	\$4,389.00
8	\$1,376.00	34	\$4,522.00
9	\$1,413.00	35	\$4,655.00
10	\$1,570.00	36	\$4,788.00
11	\$1,727.00	37	\$4,921.00
12	\$1,884.00	38	\$5,054.00
13	\$1,924.00	39	\$5,187.00
14	\$2,072.00	40	\$4,800.00
15	\$2,220.00	41	\$4,920.00
16	\$2,368.00	42	\$5,040.00
17	\$2,516.00	43	\$5,160.00
18	\$2,664.00	44	\$5,280.00
19	\$2,812.00	45	\$5,400.00
20	\$2,820.00	46	\$5,520.00
21	\$2,961.00	47	\$5,640.00
22	\$3,102.00	48	\$5,760.00
23	\$3,243.00	49	\$5,880.00
24	\$3,384.00	50	\$6,000.00
25	\$3,525.00	51	\$6,120.00
26	\$3,666.00	52	\$6,240.00

### Additional Costs

- **Registration fee:** \$150.00 - \$270.00 (non-refundable)
- **I-901 SEVIS Fee:** US\$ 350.00\*;
- **Service Fee:** US\$50.00
- **Books:** \$40 - \$125.00

\*I-901 SEVIS Fee is non-refundable and can be paid by the student at [www.fmifee.com/i901fee](http://www.fmifee.com/i901fee).

## REFUND POLICY

If JE cancels a program subsequent to student's enrollment, JE will refund all money paid by the student.

All cancellations and/or terminations must be made in writing (See Withdrawal Procedures.) In all cases, the Registration fee, Express Mail fee, books, I-901 Service fee, and Late Fee are non-refundable.

In all cases, no refund will be granted for late arrivals to a course, or absences during a course. Periods of absence may not be made up with a free extension of the course

There is no refund if students are in violation of school policies/code of conduct. Also, there is no refund if students are dismissed/expelled or students have their status terminated due to any of the reasons determined/established by USCIS/SEVP.

All refunds are processed within 10 days of the requested date. Refunds will be made in the form of a check. If students have returned to their home country, refund will be made by bank wire transfer. Bank fees may apply.

a) If students enroll for 16 weeks or less:

1. JE will retain all non-refundable fees plus a pro-rata portion of the tuition calculated on a weekly basis;
2. When determining the number of weeks, a partial week will be calculated as a full week.

b) If students enroll for 17 weeks to 52 weeks (full-time attendance), JE will retain:

1. All non-refundable fees;
2. Ten percent of the total tuition, if withdrawal occurs in the first week;
3. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
4. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the length of program; and
5. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the length of program;
6. No refund will be issued after 50% completion of length of program.

c) If students enroll for 17 weeks to 52 weeks (part-time attendance), JE will retain:

1. All non-refundable fees;
2. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
3. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
4. Calculated on the same basis as for full-time attendance pursuant to (b)4 through 5 above after 75 hours of scheduled attendance;
5. No refund will be issued after 50% completion of the program.

## TUITION PAYMENT PLAN

JE offers a payment plan to assist financing students' education. The terms and conditions are:

1. If students apply for more than 12 weeks, 12 weeks of Total Program Tuition is due before starting classes. Balance will be divided into installments that must be paid on the first day of every month. Last payment is due a month before the expiration date of the I-20 form for F-1 visa holders.
2. JE allows students a 5-day grace period starting on the tuition payment due date. If students fail to pay after the 5th day of the grace period, there will be an initial late fee of \$15 plus an additional US\$1.00 per day until tuition is paid in full (non-refundable). Students will be charged a fee of \$35.00 for bounced checks (non-refundable), regardless of the reason.
3. In addition, students will not be admitted to class until their status is settled. Tuition, materials, and other fees are set by the school and are subject to change without notice.
4. Tuition will be refunded according to the school's refund policy.

## DELINQUENT ACCOUNT

### Collections

**All account balances not paid in full when due are the sole responsibility of the student.**

Past due balances not resolved in a timely manner may result in collections action being taken. Students are responsible for all costs incurred by the Institute to collect such debt. This may include, but is not limited to, late fees, interest and collections costs (including attorney's fees), and if legal action is necessary – the Institute's court costs and attorney's fees.

### Hold Status

In addition, all Delinquent Accounts will be placed in HOLD status. This means that an administrative hold will be placed on students' account when there is a past due balance or the account is delinquent. When an account is in HOLD status, students will be marked absent and any certificate, reference letters, and transcript requests will not be processed until the past due balance is paid in full. A HOLD status may only be removed by paying the past due or delinquent balance.

## WITHDRAWAL PROCEDURE

In order to withdraw from the program, students should proceed as follows:

### Recreational Students

Students must officially withdraw from their program in writing by filling out a "Student Request Form". Students must deliver their request in person or by certified mail. The official date of the withdrawal will be the date stated on the Student Request Form.

## F-1 Visa Holders

If withdrawing from the program, they must fill out a “Termination of Status Request Form”. The official date of the withdrawal will be the date students request their status to be terminated by.

If transferring to another SEVP-authorized school, students must officially withdraw from their course by notifying the school in writing presenting the transfer form from such SEVP-authorized school. As students must keep attending classes until they are accepted by the other SEVP-authorized school, the official date of the withdrawal will be the date stated on their acceptance letter from the other SEVP-authorized school.

Students’ attendance must be at least 75% by the date of they are accepted and students are required to maintain good academic achievement and a grade average of 70% or more. **If students’ attendance is less than 75% by the day of their acceptance, their record will be transferred as terminated.**

Students’ record will not be transferred without an Acceptance Letter from the SEVP-authorized school they are transferring to.

If a refund is due, it will be processed according to the school’s refund policy.

### **Grace Periods**

The period of time referred to as the Grace Period is derived from the duration of status provisions:

- a) An F-1 student may be admitted up to 30 days before the program start date listed on Form I-20 form.
- b) An F-1 student may remain in the United States for up to 60 days beyond the completion date of the program of study;
- c) An F-1 student who has been granted an authorized early withdrawal by the DSO may remain in the United States for up to 15 days following the withdrawal date noted in SEVIS to prepare to depart the United States.

#### **8 C.F.R. § 214.2(f)(5)(iv)**

*Preparation for departure.* An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United States or to transfer in accordance with paragraph (f)(8) of this section. An F-1 student authorized by the DSO to withdraw from classes will be allowed a 15-day period for departure from the United States. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.

## **CODE OF CONDUCT**

The following are not accepted and will not be tolerated:

- All forms of bias including race, ethnicity, gender, disability, national origin, and religion as demonstrated through verbal and written communication and physical acts. *If*

***students feel that they cannot abide by this rule they should not enroll in the Institute, because it is a condition for acceptance.***

- Sexual harassment including hostile environment and “quid pro quo” harassment (forcing an individual to perform sexual favors in return for something).
- Violation of the law on school premises in a way that affects the school community’s pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- All types of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of school documents for identification with the intent to defraud.
- Intentional disruption of teaching, research, administration, disciplinary proceedings, public meetings, and programs or other school activities.
- Physical, verbal and threatening abuse of any person on school premises or at any function sponsored or supervised by the school.
- Theft of or damage to school property and premises or damage to the property of a member of the school community on the premises.
- The possession of weapons on school property. No weapons of any description (knives, guns, throwing stars, toy knives, toy guns, etc.) or anything that looks like a weapon is permitted at the school.
- Failure to comply with the directions of school officials acting in accordance with their duties.
- Consuming food or beverages in the classrooms.
- Use of mobile telephones during classes.
- Lack of personal hygiene.
- Use of other languages other than English. "English Only" is an enforced regulation.

Respectable attire is expected. Any unlawful acts will be reported to the appropriate authorities.

## PROGRAM POLICIES AND PROCEDURES

### Classroom Rules

- English Only;
- Be in class on time;
- Do homework;
- Bring textbooks to class. (Students without textbooks will be marked absent.)
  - Students SHOULD purchase the books in advance from Just English. We advise students to order the books at least 7 days prior to the new term. If students do not have the book in class when the level is in progress, the teacher will mark them absent. If students purchase the book from the Institute, it is our responsibility to have the books ordered or equivalent available for the current lesson until the book arrives in case it has been back ordered. The Institute will not accept excuses.
- Be polite to staff members and classmates.
- Respect other students’ opinions and challenges.
- Respect the teacher: do not converse with classmates if it is not related to the teaching topic.
- Remove any trash brought in, so the classroom is clean for the next group.

## English-Only Pledge

The “*English-Only*” Pledge is a formal commitment to use English as the only means of communication in class and in the school premises, and it is **required** of all Just English students. The English Only Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language-learning process. This pledge has been a major key in the success of the Just English for over the years. We are confident that students understand its importance and **adhere** to it.

## Student Complaint

If students have a complaint about anything during their studies at the institute, they should ask the front desk for a "Student Complaint Form" where they can explain **in writing** their concerns. This form will be submitted to the director of the department receiving the complaint and the issue will be analyzed and resolved the best way possible respecting immigration and school rules up to 10 business days. Following the review, the director might decide to have a meeting with the student to get more clarification. Otherwise, a final decision will be provided.

## Attendance

F-1 visa holders must maintain a full course-load (at least 18 hours of attendance a week.) Attendance is calculated as a percentage at the end of each term (4 weeks) and students are required to maintain a minimum of 75% attendance per term. JE expects regular and punctual attendance in all courses.

**Monitoring a *endance*:** Attendance is recorded daily by instructors in the classroom. Every student’s attendance is tracked for each class and for total registered hours.

**Sickness:** If students are ill and cannot attend class, they must contact the DSO. A physician’s note is required to be excused.

**Punctuality:** If students arrive 15 minutes after class has started, they will be marked absent for that class. If students are late, they must walk in quietly and take a seat. If students leave before the teacher dismisses the class, they will also be marked absent.

**Absences:** If students miss 2 consecutive days of class, they should call the school and inform us of their absence. Failure to do so may result in action described below:

**The consequences of poor a *endance (F-1 visa holders):*** Each incident where attendance falls below 75% will be documented as follows: **1<sup>st</sup> Lack of Compliance:** Students will receive a “**Warning Letter**” by e-mail from the DSO. **2<sup>nd</sup> Lack of Compliance:** Students will receive a “**Final Warning**” by e-mail from the DSO. **3<sup>rd</sup> Lack of Compliance:** After the third occurrence of falling below 75%, the DSO will e-mail Students a **Termination Notice** and Students will have Students’ status **Terminated** on SEVIS and will be reported to the Department of Homeland Security (DHS).

Students will also be marked absent, if they:

1. Sleep in class,
2. Speak any other language than English,

3. Use personal computers, electronic devices, or telephones for activities unrelated to the class being taught,
4. Do not have their books in class.

### Assessment System and Make-Up Tests

The competencies taught in the courses offered at JE will be evaluated by both written and oral examinations. The minimum passing grade is 70%.

- Progress tests are taken on the Thursday of the last term week (fourth week);
- Tests are corrected the same day or on Friday and grades are put into the school management system and made available to the Head Teacher;
- Upon the completion of the final term (16 weeks) of each level students will be promoted on Monday of the following week (first day of new term), if students achieve a passing grade they will be automatically promoted to the next level; a new schedule will be distributed, and they will be ready to begin the new level;
- If students score between 60% and 69%, they will have to participate in an Orientation Session with the Head Teacher and a remediation plan will be organized (extra class work is handed out and a tutoring session is scheduled, if needed). Students will be promoted to the next level, but they must satisfactorily complete the remedial work;
- Students will fail the course if they score below 60%. They will be notified that they have to continue studying at that level. F-1 visa holders can only fail/repeat one level. If fail more than once, students must transfer or will have their status terminated.

#### **Assessment Scale Criteria:**

70 – 100	PASS
60 – 69	REMEDIAL WORK
59 – 0	FAIL
WD	WITHDRAW
INC	INCOMPLETE

**PASS:** Student has successfully completed course work and is prepared to move to next level.

**REMEDIAL WORK:** Student must commit to extra class work to catch-up to content as they progress.

**FAILURE:** Student work did not meet passing standards. Student must repeat course or move to lower level.

**WITHDRAWAL:** Student attended class but withdrew before term ended. Work cannot be assessed

**INCOMPLETE:** Due to insufficient number of class hours and/or failure to satisfactorily complete specified learning objectives, student’s work is deemed unsatisfactory for the time being.

#### **Make-up test:**

If students miss any oral, written or supplemental skill assessment they must do the following:

1. Fill out a “Student Request Form” requesting a make-up test;
2. Pay a non-refundable fee (\$25.00) for each test missed.

*Note: Students are not allowed to keep their tests. Once corrected, teacher will revise the test with students for grade accuracy and will recollect them. Tests will be kept for two terms then they will be disposed.*

## Grading System and Promotion

Tests are graded on a scale from 0 to 100 and final grade is calculated as follows:

- a. **Recreational student:** Oral assessment is worth 50% and the written assessment is worth 50% of the student's final grade. If students take any elective course, the grade will be factored into the written/oral assessments.
- b. **F-1 visa holder:** Oral assessment is worth 40%, the elective is worth 10%, and the written assessment is worth 50% of the students' final grades.

Students need to maintain an average of 70% to advance to the next level. If students fail to advance, they need to stay in their current level until their final grade meets the requirement for advancement. **F-1 visa holders can only fail/repeat one level and must retake all tests of the level they are repeating. If students refuse to retake the tests, grade will be zero. If fail more than once, students must transfer or will have their status terminated.**

To successfully complete the program and receive a certificate of completion, students must complete Level 6 with a minimum of 70%.

Academic grades and level-to-level advancement are based solely on the formal assessments given at the end of each term. Other behaviors (such as attendance, participation, and class preparedness) are recorded to ensure students' compliance with the Code of Conduct and Classroom Rules established in this catalog and maintain a positive educational environment in the classroom. Non-compliance with these behaviors may affect students' enrollment at the school, but do not affect their grades.

For course grades or promotion decisions in which students disagree with the outcome, they will also have to fill out a "Student Request Form". This form will be submitted to the Department of Education where the Head Teacher will analyze the situation and work with the course teacher in order to make a decision. Students may have to take additional tests as a result of the appeal.

## Vacation

### **Before Students Take Vacation Time:**

1. After the successful completion of 26 consecutive weeks of full-time study, F-1 visa holders become eligible for one (1) term of four (4) weeks of vacation;
2. Vacation can be taken during terms 1, 2 and 3 of student's current level;
3. Students cannot take vacation during term 4 (last term) of their current level;
4. Students must submit a written Vacation Request Form **at least four (4) weeks in advance** before they plan to take vacation;
5. The decision to grant or deny vacation time requests shall be made by the JE in its sole discretion. When requesting vacation, students' previous attendance and payment records will be factors considered as grounds for granting or denying vacation time;
6. F-1 visa holders must obtain approval from the U.S. Department of State's Designated School Official (DSO) before taking vacation. This is to protect their immigration status. Taking vacation without previous authorization can result in **Termination of Status;**

7. If F-1 visa holders plan to travel outside U.S. territory, they must hold their passport and an I-20 form signed on the second page. Please see **Temporary Leave** for more information.

#### **While Students are on Vacation:**

1. Students' tuition payment is NOT waived during vacation. A pro rata credit will be allocated towards their future tuition payments and equally applied among the remaining months;  
Example: If student's credit is \$400.00 and he/she still has four (4) future tuition payments, a credit of \$100.00 will be allocated among each of future payments.
2. Students are responsible to study the material they miss during their vacation.

#### **When Students Return from Vacation:**

1. It is the students' responsibility to contact the Head Teacher immediately if they have any concerns;
2. On the scheduled make-up test day, students must take any test that they missed while on vacation. If they do not take the make-up test(s), their grade will be zero;
3. While JE will attempt to place students appropriately at the closest level possible, they might not be placed in the same class, level, and time that they had prior to their leaving on vacation;
4. Any placement concerns they may have must be brought to the attention of the Head Teacher. JE reserves the right to reassign students or allow students to observe other classes at the same level. As a last resort, JE may in its sole discretion, ask students to transfer to another school;
5. Students must request their vacation credit to be applied to their account by filling out a Student Request Form.

*Note: See **Temporary Absence** if Students are not eligible for vacation.*

#### **Temporary Absence**

A temporary absence occurs when students need to leave the U.S. due to unforeseen circumstances while their program of study is in session and they are **not eligible** for vacation.

#### **How to request a Temporary Absence:**

1. Students must submit a written Temporary Absence Form at least two (2) weeks before they leave will go into effect;
2. Students must provide a copy of their airfare ticket;
3. Students must provide medical documentation by a licensed medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist if they request a Temporary Absence for medical reasons;
4. Students' SEVIS records will be terminated for "Authorized Early Withdrawal", which will not affect their immigration records. The exact date of the termination will be based on the date they indicate on the form;
5. Students must depart the country within 15 days of the termination date (for "Authorized Early Withdrawal" only);

6. Students cannot be in the U.S. with a terminated record. If students are terminated for another reason, such as a lack of attendance, they do not have a grace period to leave and they must depart immediately.

### **Temporary Absence for less than 5 months**

1. Send an email to the DSO at least 60 days before they plan to return. This will give the DSO time to request that their record is reactivated with USCIS.
2. After the request is made, the DSO will confirm once their records have been reactivated. Student are advised to check their emails for updates.
3. USCIS processing times vary and can take 1 to 4 weeks, so it is important to contact the DSO well in advance. The DSO cannot request reactivation more than 60 days before the students' returning dates.

### **Temporary Absence for more than 5 months**

1. If students need to be outside the U.S. for longer than five (5) months, they must obtain a new I-20 form and they will need to pay the SEVIS fee again. Students' current I-20 forms will be invalid after being outside of the U.S. for more than five months.
2. It is the students' responsibility to email the DSO at least two months prior to returning to the Institute to request the new I-20 form. An Express Mail fee applies.
3. If students' current F-1 visa is expired, they will need to apply for a new one to re-enter the U.S.

### **Temporary Absence for Medical Reasons**

1. If students are eligible to take a temporary absence due to medical reasons, they will have the option to return to their home country or remain in the U.S. to receive medical treatment.
2. If students wish to remain in the U.S., they must provide medical documentation by a licensed medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist recommending that they should remain in U.S. to receive treatment and should not attend classes. Otherwise, they must leave the U.S.
3. Students' tuition payment is NOT waived if they receive treatment in the U.S.

### **Student Records**

Student records related to F-1 visa holders are kept for a period of three years after the student is no longer pursuing a full course of study. For all students, JE will maintain the following records: student information, attendance, grades, and coursework. Records are only released upon written request by student, legal representative, and/or governmental agency.

### **Copyright Policy**

Students are not allowed to make photocopies and or take pictures of the books used by JE. Students should purchase the books in advance from JE. Students are advised to order the books at least 7 days prior to the new term. If students do not have the book in class when the level is in progress, the teacher will mark them absent. If students purchase the book from the JE, it is our responsibility to have the books

ordered or equivalent available for the current lesson until the book arrives in case it has been back ordered. JE will not accept excuses.

## STUDENT SERVICES

### General Advising Service

An appointment can be scheduled to discuss the students' academic goals and concerns. Students need to see Front Desk to schedule an appointment.

- Academic advising on class placement schedule and transfer support is provided by the Head Teacher, and if needed one of the Directors directly linked to the education department.
- Immigration advising is provided by the DSO
- We do not provide personal advising, but one of our Directors may be able to help students find help locally such as a doctor, lawyer, or a professional that may be able to help.

All student requests are processed within 5 days. In the case of an emergency, a student will receive immediate attention.

### Learning Support

If during one of the terms of the program a teacher notices that students are falling behind their academics either by classroom participation or low grades, the teacher will make a recommendation for students to participate in free SOS classes offered by JE. The procedure is the following:

1. Teacher will fill out an SOS Class Recommendation Form;
2. Send it to the Education Department for verification and approval;
3. The SOS proposed schedule will be discussed with the student;
4. During the first session, it will be determined the extend of the help needed.

JE is committed to making sure all students receive the academic support necessary to reach their goals. Students can take up to two hours of free SOS classes each level if they need extra help mastering course material. See Front Desk for more details.

### Student Activities

JE organizes activities to promote culture interaction with American life style and English learning at the same time! We offer a variety of on and off-campus activities which are announced on our bulletin boards, Facebook page, and posters throughout the Campus.

### Field Trips

Field trips are organized by the administrators, faculty and/or directors. All participants including teachers and/or chaperones must sign a waiver releasing JE from any eventual accidents and attesting to the fact that participants will travel at their own cost and risk, when applicable. Every effort will be made to make sure that students understand the waiver theyour are signing before the field trip.

## Health Insurance

Students should be aware that health insurance is very important in the U.S. and even though not required for language students it is highly recommended.

## Housing

JE does not offer housing nor is partnered with any housing agencies. Housing is expected to be secured individually by student, sponsor, and/or agent. Students are strongly encouraged to use due diligence and to obtain references and other information regarding listings and facilities. JE does not warrant services nor endorses housing providers.

## Student ID

Student ID is free\* for all current students. Please see Front Desk for more details.

\* First ID is free. There will be a \$15.00 non-refundable fee if ID has to be reissued regardless of the reason.

## Library

Our library is equipped with books, encyclopedias, magazines, and computers to be used as a learning aid for our students.

## Just Club

We have partnered with local businesses to offer discount to our students. Students can visit our website or look for the posters around the school for more information.

# SCHOOL POLICIES

## Student Contact Information

It is the students' responsibility to ensure that their personal details (name, address, telephone number and e-mail) are correct and up-to-date. If they change their address, they must notify the school and the Department of Homeland Security **within 10 days** of the change of address by filling out form AR-11. Please provide the DSO with a copy of that form within the same time period.

## Early Dismissals, Holidays and Breaks

**Early Dismissals:** To provide our students with the best level of education quality, JE schedules regular faculty meetings for professional development. Students will be notified by the School Calendar or notices during class.

**Holidays:** There are no classes on the following holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day (2 days), and Christmas Day.

**Extreme weather policy:** When it snows 4 inches or more school closes automatically, but directors might exercise caution depending on severity of weather condition to close school before that limit is reached. Hurricanes and other natural disasters may cause classes to be cancelled. Please, check our Facebook and/or website page for announcements.

*\*\* The Institute foresees in the academic calendar 5 days of class cancellations due to emergencies, extreme weather, and other hazardous circumstances. No refunds will be processed due to emergency closure and/or planned holidays*

### Inclement Weather

Whenever possible, JE continues to function during inclement weather. Regularly scheduled classes meet to the extent that students and faculty can safely travel to the campus and attend classes. Individuals should use good judgment and avoid serious risks in traveling to campus or in attending classes.

If hazardous weather is forecast, school management reserves the right to cancel or delay classes. In that case, students should check with the school using one of these methods:

1. Visit the school website at [www.justenglishus.com](http://www.justenglishus.com) for closure announcements;
2. Call the school to verify if classes have been cancelled. Please listen carefully for a possible closure.

### Dissemination of Information

JE informs students through our website, bulletin boards, e-mails, social networks, memos, SMS, and classroom posters.

Students must keep their contact information current and always check their e-mails, the school's bulletin boards, website, and Facebook, as well as classroom posters and memos.

### Unannounced School Closure

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287."

## PROGRAMS OFFERED

### LEVEL 1

**Duration (288 hours):**

Core: 192 hours

Supplemental Skill: 64 hours

Cultural Immersion: 32 hours

**Weekly Lessons (hours):**

Non-Visa Students: 12 - 16

Visa Students: 18+

**Supplemental Skill Course**

Pronunciation

**LISTENING:** Identify a limited range of words and phrase such as: letters, numbers, occupations, places, directions, transportation, clothes, relatives, activities, housing, weather, food, and injuries. Comprehend words in a short slow-paced listening passage.

**SPEAKING:** Produce comprehensible speech according to the basic vocabulary and sentences learned. Engage in very limited social conversations using familiar English words and supported by gestures to express basic survival needs such as: introduce himself/herself and others, answer where he/she lives and ask others, talk about people he/she knows and things he/she has. Respond to simple questions in short slow-paced conversations, using beginner's pronunciation/stress/intonation patterns.

**READING:** Find basic and specific information about dates, names, times, and places through scanning. Answer specific questions about simple sentences with some grammatical accuracy.

**WRITING:** Produce simple sentences using a limited number of basic words and phrases. Complete very simple forms.

**CEFR – PROFICIENCY SCALE  
BASIC USER**

**A-1**

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

**LEVEL 2**

**Duration (288 hours):**

Core: 192 hours

Supplemental Skill: 64 hours

Cultural Immersion: 32 hours

**Weekly Lessons (hours):**

Non-Visa Students: 12 - 16

Visa Students: 18+

**Supplemental Skill Course**

Pronunciation

**LISTENING:** Indicate the main idea of a listening passage with the help of visual clues. Comprehend basic information from a short listening passage, such as phrases and short sentences.

**SPEAKING:** Describe in simple and comprehensible terms aspects of his/her background, immediate environment and matters in areas of immediate need, such as personal and family information, shopping, local geography, and employment. Exchange information related to his/her life and culture, with good pronunciation of consonant and vowels sounds, as well as applying stress to the right syllable of simple words, allowing the student to be understood in simple conversations. Ask and answer questions using basic grammar structures correctly (simple present, past, and future).

**READING:** Infer information from short texts. Identify details from basic reading passages. Summarize short passages using given prompts.

**WRITING:** Articulate basic sentences to describe situations and give information. Complete short paragraphs about his/her personal life using given prompts with slightly better grammatical accuracy than in Level 1.

**CEFR – PROFICIENCY SCALE  
BASIC USER**

**A-1 / A-2**

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help. Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

## LEVEL 3

**Duration (288 hours):**

Core: 192 hours

Supplemental Skill: 64 hours

Cultural Immersion: 32 hours

**Weekly Lessons (hours):**

Non-Visa Students: 12 - 16

Visa Students: 18+

**Supplemental Skill Course**

Conversation

**LISTENING:** Identify details and main ideas from a one to two-minute listening passage. Summarize ideas after listening to a low-intermediate passage. Infer meaning from context.

**SPEAKING:** Describe a sequence of events on a topic related to his/her personal life. Converse and exchange information related to his/her routine and past experiences. Express his/her opinion and converse with few errors of pronunciation and intonation when using low-intermediate grammar structures and vocabulary introduced at this level.

**READING:** Identify supporting details by answering guided comprehension questions from adapted texts and ads. Identify ideas from low-intermediate reading passages. Draw conclusions.

**WRITING:** Write a short descriptive paragraph. Write a short paragraph to tell about personal experiences. Write a short opinion-based paragraph.

**CEFR – PROFICIENCY SCALE**  
**BASIC**  
**INDEPENDENT USER**  
**A-2 / B-1**

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need. Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

## LEVEL 4

**Duration (288 hours):**

Core: 192 hours

Supplemental Skill: 64 hours

Cultural Immersion: 32 hours

**Weekly Lessons (hours):**

Non-Visa Students: 12 - 16

Visa Students: 18+

**Supplemental Skill Course**

Conversation

**LISTENING:** Identify main information, author's intent, and ideas from two to three-minute intermediate-level spoken passages on familiar matters and topics of personal interest. Exhibit and use auditory discrimination.

**SPEAKING:** Discuss details and rate topics according to level of importance. Communicate and exchange information beyond basic needs and use the intermediate target language effectively. Converse clearly using intermediate grammar structures with few grammatical and pronunciation mistakes.

**READING:** Compare and contrast ideas from short adapted and authentic texts. Identify the author's point of view and arguments. Use strategic decoding skills to understand written formats in English sentences as presented in intermediate level texts.

**WRITING:** Write a 5-sentence descriptive paragraph with good grammatical accuracy. Write a 5-sentence opinion-based paragraph with good grammatical accuracy. Write a 5-sentence paragraph to tell about personal experiences with good grammatical accuracy.

**CEFR – PROFICIENCY SCALE  
INDEPENDENT USER  
B-1**

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

**LEVEL 5**

**Duration (288 hours):**

Core: 192 hours

Supplemental Skill: 64 hours

Cultural Immersion: 32 hours

**Weekly Lessons (hours):**

Non-Visa Students: 12 - 16

Visa Students: 18+

**Supplemental Skill Course**

Writing

**LISTENING:** Identify and infer main ideas, supporting details, specific information, and the speaker's point of view in natural-paced, complex listening passages. Answer comprehension questions about conversations, presentations, and media sources regarding content, meaning, attitude, and mood. Paraphrase information, opinions, and arguments from various sources of complex speech at natural speed.

**SPEAKING:** Engage in social interactions such as conversations, giving advice, and making polite requests with a high degree of spontaneity and accuracy, making interactions possible without strain for either party. Confidently explain a point of view or opinion in a well-structured argument using relevant information and examples as support. Describe events, goals, social trends, situations, people, and objects in great detail and with very little hesitation. Speak clearly with few mistakes and very good grammatical accuracy, making it possible to be understood.

**READING:** Identify and infer main ideas, supporting details, specific information, and the author's point of view in both longer academic texts and everyday articles and reports. Answer comprehension questions about meaning, opinions, and facts about articles based on contemporary articles related to the student's life. Summarize the content of longer texts and understand patterns of organization (cause/effect, positives/negatives, change over time, etc.)

**WRITING:** Write well-structured paragraphs with a clear topic sentence, and detailed, relative support to express opinions and describe people and events. Write extended 6-7 sentence paragraphs to show relationships like problem/solution, compare/contrast, cause/effect, advantages/disadvantages, steps in a process, etc. Employ high-intermediate writing techniques such as complex sentence structure, varied tenses, a broad vocabulary, and linking words and phrases to help writing convey concrete and abstract ideas effectively.

**CEFR – PROFICIENCY SCALE  
INDEPENDENT USER  
B-2**

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

## LEVEL 6

### Duration (288 hours):

Core: 192 hours

Supplemental Skill: 64 hours

Cultural Immersion: 32 hours

### Weekly Lessons (hours):

Non-Visa Students: 12 - 16

Visa Students: 18+

### Supplemental Skill Course

Writing

**LISTENING:** Identify and infer main ideas, supporting details, specific information, and point of view from a variety of linguistically complex language sources. Answer comprehension questions and categorize information based on extended conversations and academic/professional presentations about familiar and unfamiliar topics. Make inferences about meaning, attitude, and mood based on discussion between fluent speakers.

**SPEAKING:** Fluently engage in social interactions such as conversations, arguments, giving advice, expressing regrets, summarizing information, and comforting friends spontaneously and with appropriate regard to the audience. Confidently discuss detailed opinions, attitudes, ideas, written passages, and illustrations using a wide range of vocabulary and lexical structures, as well as idiomatic expressions. Describe goals, people, jobs, past experiences, and other abstract topics in a wide range of contexts and with excellent control of the tone, stress, and structure of the language. Consistently express information clearly and with excellent grammatical accuracy, making it possible to easily be understood in conversations with fluent speakers.

**READING:** Identify and infer main ideas, viewpoints, and specific details in long academic texts, everyday articles, and social online content. Answer comprehension questions about meaning, opinion, attitudes, and facts based on contemporary articles with wide vocabularies which are related to the student's personal and professional life. Evaluate linguistically complex written passages to compare and contrast information, draw connections between ideas, distinguish between true and false claims, and make predictions.

**WRITING:** Write well-structured paragraphs with a clear topic sentence, convincing support, and appropriate conclusion to express opinion, give advice, explain personal beliefs, and describe personal experiences. Write extended 7-8 sentence paragraphs with cohesive structure to persuade the reader, compare and contrast ideas, develop arguments, and expand on both abstract and concrete topics. Employ advanced writing techniques such as complex linguistic structures, manipulation of language, a broad vocabulary, accurate conventions, varied use of tenses, and linking words to confidently and effectively express themselves.

**CEFR – PROFICIENCY SCALE**  
**INDEPENDENT**  
**PROFICIENT USER**  
**B-2 / C-1**

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

## TOEFL iBT Exam Preparation

**Duration (288 hours):**

Core: 192 hours

Supplemental Skill: 64 hours

Cultural Immersion: 32 hours

**Weekly Lessons (hours):**

Non-Visa Students: 12 - 16

Visa Students: 18+

**Supplemental Skill Course**

Business English

**LISTENING:** Infer a speaker's attitude by interpreting their intonation and idiomatic language. Determine the function of what a speaker has said by analyzing their lexical choices and considering context. Determine the relationship between elements in a lecture. Recognize and locate the topic, main idea, and details within a conversation and an academic lecture or discussion.

**SPEAKING:** Organize spoken discourse using a variety of lexical frames for argumentation and description. Speak clearly, fluently, and accurately using complex grammar and academic vocabulary. Summarize a conversation or lecture using notes. Summarize a short academic reading using notes. Summarize an informal campus conversation using notes. Summarize an academic listening passage using notes. Offer opinions on the information in the passages.

**READING:** Understand vocabulary from context and also recognize referents. Simplify meanings of sentences by inserting sentences into the passages. Find factual information and also understand negative facts. Make inferences from stated facts and infer rhetorical purpose. Select summary information by completing schematic tables. Answer questions about stated details, inferences, sentence restatements, vocabulary, function, and overall ideas.

**WRITING:** Take notes effectively and efficiently. Connect sentences and paragraphs using academic connectors and cohesive devices. Organize a multi-paragraph essay using introductory, body, and concluding paragraphs. Support and develop an argument using reasons, examples, and details. Write complex subordinating grammar structures. Use appropriate conventions for spelling and punctuation. Summarize contents from an academic reading and an academic listening into a multi-paragraph essay format. Write about how the ideas in two passages are related when completing the integrated task.