



**International  
House**  
San Diego

# School Catalog

January 1 – December 31, 2016



**International House San Diego**  
**123 Camino de la Reina, Suite 200 West**  
**San Diego, CA 92108**  
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## IH San Diego Catalog

<b>CONTENTS:</b>	<b>Page#</b>
Welcome to International House San Diego .....	3
About IH San Diego .....	3
Our Mission .....	4
Recognitions & Approvals .....	4
Facilities and Equipment .....	5
Admissions Information .....	6
Student Conduct and Grievance Procedure .....	8
Program Information .....	9
Academic Information .....	13
Academic Policies .....	17
Student Services .....	21
Financial Information .....	25
Our Faculty .....	30

This catalog will be updated annually on January 1<sup>st</sup>. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes will be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **WELCOME TO IH SAN DIEGO**

It is a great pleasure to welcome you to International House San Diego. Our goal is to create an enriching and enjoyable English language immersion experience for our students. We are dedicated to helping students achieve their goals in a student-centered, supportive environment.

We have created this catalog as a guide to assist students in navigating their way and enjoying their experience while attending International House San Diego. Prior to enrollment, all prospective students will receive a printed version of this school catalog. The catalog may also be downloaded from the institution's website by prospective students or the general public. Our staff is always happy to receive your comments and suggestions and to help you with any questions you have.

## **ABOUT IH SAN DIEGO**

International House San Diego is a charter member of the Net-Pacific Group of International House language schools, which includes schools in Vancouver & Whistler, Canada and Santander & Valladolid, Spain.

IH San Diego offers an English language training and cultural immersion program to international students. We are committed to ensuring the highest levels of language training and the delivery of excellence both inside and outside the classroom.

IH San Diego is conveniently located in Fashion Valley, a very central area of San Diego near a major transportation center. The IH San Diego campus includes 10 spacious classrooms, a student resource center including a computer lab with free internet, a spacious student lounge, a lunchroom, and outdoor patios and green spaces.

All classes are held at the school campus, which is located at the following address:  
123 Camino de la Reina  
Suite 200 West  
San Diego, CA 92108-3002

The school is open Monday through Friday from 8:00 a.m. to 5:00 p.m. The administrative offices are located in Suite 200 West, and our staff members are available to assist students during regular operating hours. Students may also contact the school by phone at 619-260-1113, by e-mail at [info@ihsandiego.com](mailto:info@ihsandiego.com), or via our website at [www.ihsandiego.com](http://www.ihsandiego.com).

Students in the Summer Junior Residential Program have classes on the campus of San Diego State University, which is located at the following address:  
5500 Campanile Drive  
San Diego, CA 92182

## **OUR MISSION**

International House San Diego is dedicated to providing quality English language and cultural immersion programs to international teens and adults whose primary purpose is to develop communicative competence.

Our aim is to deliver the highest quality academic programs and services, which recognize individualism, cultural values, and the personal or professional growth of students. This is achieved through ethical and professional operational practices, highly trained teachers and staff, sound academic methodologies and programs, and allocation of sufficient fiscal and human resources.

## **RECOGNITION AND APPROVALS**

### **INTERNATIONAL HOUSE WORLD ORGANIZATION**

International House San Diego is a member of the International House World Organization, an educational trust founded in 1953 with the aim of raising the standards of language teaching worldwide. The IHWO network includes over 150 affiliate schools in more than 50 different countries. IHWO is committed to ensuring the highest levels of language training through a student-centered approach to learning. International House Affiliates maintain the highest professional standards in all educational activities and submit to regular inspections arranged by the International House World Organization.

### **CAMBRIDGE ENGLISH LANGUAGE ASSESSMENT**

International House San Diego is recognized by the University of Cambridge English Language Assessment, as an authorized CELTA center. This certification is awarded to centers that are committed to achieving and maintaining the quality standards that have made Cambridge English exams and qualifications highly regarded around the world.

### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

International House San Diego is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov). (818) 370-7589 or by fax (916) 263-1897.

### **ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING (ACCET)**

IH San Diego is fully accredited by the Accrediting Council for Continuing Education and Training, which is officially recognized by the U.S. Department of Education as an authority on quality education and training programs.

## **FACILITIES AND EQUIPMENT**

### **LEARNING RESOURCE CENTER**

International House World Organization's *Teacher's Charter Standard No 3.1* states that "All IH schools provide a good learning environment (premises, classrooms, facilities, and resources) and an efficiently organized range of courses appropriate to the learning needs of the students." International House San Diego upholds the above standard by providing and maintaining an extensive library of books and resources for students. All International House San Diego students receive classroom instruction and have access to our learning resources and services.

The student Computer Lab is open to all students from 8:00 a.m. until the school closes at 5:00 p.m. IH staff members are available to assist students with resources during these hours. Students have access to e-learning resources and services via the computer lab, which is available to all students for both specialized class work and self-study. Our e-learning resources include online self-study resources categorized by skill and level, as well as self-study and teacher-supported software. Additionally, International House San Diego provides wireless internet access, a print station, and copy center to support the instructional needs of our students.

The student Resource Library is open to all students from 8:00 a.m. until 5:00 p.m., and IH staff members are available to assist students with learning resources. In addition to classroom materials that are designated for each course, the institution ensures the library holdings support each student's individual instructional needs. IH staff members evaluate library and other learning resources and expand the library with the latest materials to support the learning objectives specific to each program. As a general overview, the resource library includes hundreds of books categorized by both level (beginner through advanced) and skill (speaking and listening, reading and writing, grammar and dictionary/reference, exam preparation and English for specific purposes).

Students in the CELTA program have access to all resources in the student resource library as well as a library of specific training resources. In addition, students can utilize the computer lab, audio players, dvd players, television, laptop, and overhead projectors.

International House San Diego teachers are familiar with the library and learning resources and assist students in accessing resources in accordance with their needs. Additionally, the Academic Coordinator is available to assist students in procuring and utilizing the library and learning resources during regular business hours.

### **INSTRUCTIONAL RESOURCES**

Teachers have access to an expansive library of educational resources to support the learning objectives of each program. The teachers' resource library includes reference texts, class sets to support each program period, worksheets, dictionaries, language games, realia, a list of websites and electronic resources, test crafter software, audio cds, and dvds. Classrooms are equipped with audio visual teaching aids such as tv, dvd players, audio players, a laptop, digital projector, and overhead projectors. Teachers also utilize the student computer lab to support classroom activities.

## ADMISSIONS INFORMATION

### ADMISSIONS REQUIREMENTS

International House San Diego has the following admissions criteria for students in the English language program:

- English Proficiency: Non-native speakers of English who have a goal to improve their general English competency or prepare for an English proficiency exam, such as TOEFL, TOEIC, or IELTS
- Minimum age for adult program: 16
- Minimum placement level for exam preparation courses: Intermediate as evidenced on the IHWO Placement Test
- Prior Education or Training: High school diploma or equivalent, or otherwise successfully pass an ability-to-benefit exam approved by the U.S. Dept. of Education; no prior language training is required for admission

The admissions criteria for the CELTA program are set by Cambridge English Language Assessment, as follows:

- English Proficiency: Applicants must have an awareness of language and a competence in both written and spoken English, which will enable them to undertake the course and prepare for teaching a range of levels. The recommended candidate language level is C2 or high C1 – Grade A or B, on the CEFR as evidenced on the IHWO Placement Test.
- Minimum Age: 18
- Applicants must have the potential to develop the necessary skills to complete the course successfully; an experienced tutor will evaluate applicants' ability through a pre-course task and an in-depth interview
- Prior Education or Training: High school diploma or equivalent, or otherwise successfully pass an ability-to-benefit exam approved by the U.S. Dept. of Education; no prior language training is required for admission

No instruction will occur in a language other than English.

## **ADMISSIONS PROCEDURES**

To apply for enrollment, prospective students must submit a completed registration form and a non-refundable registration fee of \$100. Payment of the total tuition and other fees is due 21 days prior to the start of the program.

All international students must submit evidence of current immigration status, including a copy of their passport and visa entry stamp, prior to enrolling.

Students wishing to enroll in the CELTA program must submit a completed registration form, which includes a pre-interview language task. Upon receipt of the completed registration form and pre-interview task, an interview with a qualified teacher will be scheduled. Candidates who demonstrate an ability to succeed on the course, based on the interview and written tasks, will be sent a letter of acceptance.

Students who meet all admissions requirements are issued a letter of confirmation, an enrollment agreement, which includes all terms and conditions of enrollment, and the school catalog.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **TRANSFER OF CREDIT**

International House San Diego does not offer courses for credit. Therefore, the institution will not accept credits earned at other institutions, through challenge examinations, and/or achievement tests and does not grant credit for “prior experiential learning”.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

IH San Diego has not entered into an articulation or transfer agreement with any other institution.

## **STUDENT CONDUCT**

Students at International House San Diego are expected to abide by all federal and state laws and maintain respectful, courteous, non-discriminatory behavior toward fellow students, faculty, administrative staff, and hosts throughout their period of attendance.

The following behaviors may result in advising, administrative probation, or termination from the institution:

1. Disruptive or disrespectful behavior towards any person in the school, on school-sponsored activities, or in the homestay environment.
2. Sexual harassment of any type.
3. Physical or verbal abuse of any person in the school, on school-sponsored activities, or in the homestay environment.
4. Behavior creating a safety hazard to others in the school, on school-sponsored activities, or in the homestay environment.
5. Destruction, damage, or misuse of school equipment, facilities, or property.
6. Theft of personal, public or school property.
7. Possession of or use of alcoholic beverages while on campus.
8. Possession of or use of illegal controlled substances while on campus, on school-related activities, or in the homestay environment.
9. Possession of weapons while on campus, on school-related activities, or in the homestay environment.
10. Academic cheating or plagiarism.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

IH San Diego encourages all students to attempt to resolve concerns with the individual(s) most directly connected to their complaint. If a student does not feel comfortable addressing the individual(s) directly, or if this approach is not successful in resolving the issue, the student should direct the concern to the appropriate staff member.

Issues regarding admissions, fees, or housing should be directed to the Registrar/Student Services Officer. Issues regarding academic programs, placement, progress, or faculty should be directed to the Academic Coordinator. Issues regarding sexual harassment, threatening behavior, or personal safety should be addressed directly to the Center Director. School staff members are available in their offices during normal working hours, from 8:00 a.m. to 5:00 p.m. Monday to Friday.

If, after speaking to the appropriate staff member, the student feels that the issue has not been satisfactorily resolved, the student can submit a written complaint to the Center Director. The Director will meet with all parties involved and issue a written decision to all parties.

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

## PROGRAM INFORMATION

### ADULT COURSE OPTIONS (MINIMUM AGE 16)

International House San Diego offers four General English program options to adult English language learners:

- Semi-Intensive** - 15 lessons/clock hours per week (periods B, C & D)  
Core Class
- Intensive** - 20 lessons/clock hours per week (periods A, B, C & D)  
Communication Skills + Core Class
- Intensive Plus** - 30 lessons/clock hours per week (periods A, B, C, D, E & F)  
Communication Skills + Core + Elective/Exam Prep
- Private Lessons** - 1 – 20 lessons/clock hours per week; schedule varies

The primary goal of the General English programs is to provide opportunities for international students to improve communicative competence in English for personal, professional, and/or academic success. Emphasis is placed on developing accuracy and fluency in a wide range of 'real life' situations by implementing an integrated skills approach. Students increase their overall English ability in speaking, listening, reading, and writing by practicing authentic language in meaningful contexts. There is a systematic emphasis and inclusion of vocabulary and grammar, connecting skills with language outcomes. The General English programs promote social and cultural diversity through active learning.

### Program Objectives

- Students will develop a higher level of general English language proficiency
- Students will focus on improving skills (speaking, listening, reading, and writing)
- Students will focus on improving vocabulary
- Students will focus on improving grammar
- Students will focus on improving pronunciation
- Students will become familiar with American culture
- Students will engage in discussions that increase critical thinking skills
- Students will be engaged in the learning process
- Students will use the language in authentic, meaningful contexts that are relevant to real-world situations

### Period Descriptors

#### Communication Skills

#### Period A (8:30-9:20)

Period A is designated the Communication Skills class. The class provides students additional opportunities to develop fluency in a wide range of 'real life' situations by focusing on speaking and listening skills. Students are engaged in authentic, meaningful communication in a variety of contexts.

## **Core**

### **Periods B-D (9:30-12:20)**

Periods B-D compose the General Integrated English, or Core class. The core class curriculum is based on an integrated skills approach, incorporating listening, speaking, reading, and writing skills practice in meaningful contexts.

### **Elective or Test Preparation**

#### **Periods E-F (13:10-15:00)**

Periods E-F are dedicated to an Elective class or Test Preparation classes. Students who enroll in the Intensive Plus course may choose to join a general Elective class that is focused on American culture and idiomatic language or a Test Preparation course such as TOEIC, TOEFL, CAE, FCE, or IELTS. Course offerings in the afternoon are dependent upon the current demand of learners.

#### **Private Instruction - 1 - 20 lessons/clock hours per week (class hours vary)**

Private programs are developed uniquely and based upon individual student needs. The student can focus on a range of skills and topics, taught in a one-to-one setting or a two-to-one setting. The Private Instruction program offers a unique, tailored approach to providing the student with targeted lessons based on an individual needs assessment.

## **JUNIOR PROGRAMS**

International House San Diego offers an all-inclusive program for international teens aged 13 – 17. The program combines a General Intensive English course with two housing options and a full program of activities and excursions.

The Junior Homestay Program option is offered in January/February and July/August. The program includes the General Intensive English course, a full program of afternoon activities and weekend excursions, and accommodations with American host families. Classes take place in the main school center.

The Junior Residential Program option is offered in July/August. The program includes the General Intensive English course, a full program of afternoon activities and weekend excursions, and accommodations in university dormitories. Classes take place on the campus of San Diego State University.

The primary goal of the General English Junior program is to provide opportunities for international teens to improve communicative competence in English for personal edification or academic success. The junior program is often the first study abroad experience for students, and the overall emphasis is on learning and practicing English in a natural and immersive setting. Students increase their overall English ability in speaking, listening, reading, and writing by practicing authentic language in meaningful contexts. As an extension of the classroom experience, students have the opportunity to enhance their language skills and learn about American customs by living with host families or meeting new friends in a dormitory setting. Additionally, students enjoy a fun-filled English language and cultural immersion experience by participating in a full social activity program.

**Intensive -** 17.5 lessons/clock hour per week (periods A, B, C)  
Integrated Skills Core Class

### **Program Objectives**

- Students will develop a higher level of general English language proficiency
- Students will focus on improving skills (speaking, listening, reading, and writing)
- Students will focus on improving vocabulary
- Students will focus on improving grammar
- Students will focus on improving pronunciation
- Students will become familiar with American culture
- Students will engage in discussions that increase critical thinking skills
- Students will be engaged in the learning process
- Students will use the language in authentic, meaningful contexts that are relevant to real-world situations

### **Period Descriptor**

#### **Core Integrated Skills Period A-D (8:30 – 12:00)**

The junior programs include a general 'Core' class of four lessons from 8:30 – 12:00. The course curriculum is based on an interactive, integrated approach that combines communicative exercises and language games that reinforce skills and systems studied. The integrated syllabus incorporates listening, speaking, reading, and writing skills practiced in meaningful contexts. As an extension of the classroom experience, students enjoy afternoon activities and weekend excursions to exciting local attractions.

### **CELTA PROGRAM**

The CELTA program is offered on fixed starting dates throughout the year. CELTA is an introductory course in ELT methodology and practice. It is designed for people with little or no previous English language teaching experience or for experienced teachers who need to brush up on their skills. Students on the course will cover the fundamental skills, knowledge, and techniques of teaching English to speakers of other languages. Students will also have the opportunity to work with real language learners and observe experienced teachers. The CELTA certificate is awarded by Cambridge English Language Assessment.

The CELTA course covers five topic areas, including the teaching and learning context, language analysis and awareness, language skills, planning and resources, and developing teaching skills. The course is designed to deliver an integrated program with skills and topics recycled, correlated to new skills and techniques, and practiced in the classroom. Over the course, students build up knowledge related to all the topics covered in the CELTA syllabus while at the same time developing individual classroom teaching skills.

**Intensive Plus -** 30 lessons/clock hours per week (periods A – D, E - F)

## **Program Objectives**

- Students will focus on the needs of learners, learning styles, and cultural factors that affect learning
- Students will engage learners in the learning process
- Students will adjust their own use of language in the classroom according to the learner group and context
- Students will provide accurate and appropriate models of language
- Students will clarify relevant aspects of meaning and form
- Students will exhibit an awareness of differences in register
- Students will help learners to develop oral fluency and understand reading and listening texts
- Students will identify and state appropriate aims/outcomes for lessons
- Students will select, adapt, or design materials appropriate for lessons
- Students will ensure balance, variety, and a communicative focus in materials, tasks, and language activities
- Students will set up whole class and/or group activities appropriate to the lesson type
- Students will use a range of questions effectively for checking understanding
- Students will monitor learners appropriately in relation to the task or activity

## **Period Descriptors**

### **Skills and Methodology Input Sessions/Guided Lesson Planning Period A-D (8:30 – 12:30)**

Morning sessions are designated for input by experienced teachers. Lessons focus on theory of language learning, language analysis, language skill areas, principles of effective teaching, teaching techniques, and methodology. Students are engaged in the learning process by teachers who model the language and teaching techniques which students will apply in teaching practice sessions.

### **Teaching Practice Periods E-F (1:30- 3:30)**

Afternoon sessions are dedicated to teaching practice and feedback. Students will observe experienced teachers and fellow students in the classroom. In addition, all students will teach a range of lessons and language skills to authentic language learners at two different levels.

### **Feedback and Lesson Planning Periods G-H (3:45 – 5:45)**

Students engage in group feedback sessions which focus on strengths and areas for improvement in teaching practice sessions. Students are given time at the end of the day for individual feedback and independent lesson planning.

## ACADEMIC INFORMATION

### CLASS SCHEDULES

#### Daily Program Schedule for Adult ESOL

8:30 a.m. – 9:20 a.m.	<b>Communication Skills</b>
9:20 a.m. – 9:30 a.m.	Break
9:30 a.m. – 10:45 a.m.	<b>Core Class</b>
10:45 a.m. – 11:05 a.m.	Break
11:05 a.m. – 12:20 a.m.	<b>Core Class</b>
12:30 p.m.	Lunch Time
1:10 p.m. – 3:00 p.m.	<b>General Elective or Exam Prep Class</b>

#### Daily Program Schedule for Junior ESOL General Intensive English + Activity Program

8:30 a.m. – 9:30 a.m.	<b>Core Class</b>
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 10:45 a.m.	<b>Core Class</b>
10:45 a.m. – 11:00 a.m.	Break
11:00 a.m. – 12:00 p.m.	<b>Core Class</b>
12:00 p.m.	Lunch Time
1:00 p.m.	Meeting time for activities
1:00 p.m. – 5:30 p.m.	Activity Program

#### Daily Program Schedule for CELTA

8:30 a.m. – 9:45 a.m.	<b>Input Session</b>
9:45 a.m. – 10:00 a.m.	Break
10:00 a.m. – 11:15 a.m.	<b>Input Session</b>
11:15 a.m. – 11:30 a.m.	Break
11:30 a.m. – 12:30 p.m.	<b>Guided Lesson Planning</b>
12:30 – 1:30 p.m.	Lunch
1:30 – 3:30 p.m.	<b>Teaching Practice</b>
3:45 – 5:45	<b>Teaching Practice Feedback and Independent Lesson Planning</b>

## PLACEMENT PROCEDURE FOR ESOL PROGRAMS

Students are given the IHWO Placement Test to determine their initial level of placement. The placement test includes both a written and oral assessment and measures proficiency in reading, grammar, vocabulary, phonological control, general linguistic range, and accuracy. Students are placed in the appropriate level of study based on their overall score on the placement test.

## ACADEMIC LEVELS IN ESOL PROGRAMS

IH San Diego offers 6 levels of instruction, which are correlated to the IH Level System and the Common European Framework of Reference (CEFR). The levels range from Beginner (A1) to Advanced (C1). Each level is based on a sequence of competencies and objectives that cover a 12-week period.

Descriptor	IHSD Level	IHWO Level	CEFR
<p>The student can:</p> <ul style="list-style-type: none"> <li>• Can communicate at a minimal level.</li> <li>• Ask and respond to questions about personal information.</li> <li>• Write a series of simple isolated phrases and sentences.</li> </ul>	1 (Beginner)	1	A1
<ul style="list-style-type: none"> <li>• Interact and understand simple everyday situations.</li> <li>• Write a series of phrases using simple connectors like 'and', 'but' and 'because'.</li> <li>• Basic meaning is clear despite several grammatical and lexical errors.</li> </ul>	2 (Elementary)	2	A2
<ul style="list-style-type: none"> <li>• Express personal feelings and opinions with some detail.</li> <li>• Write a straightforward connected text with some flexibility.</li> <li>• Reasonable accuracy, but still makes noticeable mistakes.</li> </ul>	3 (Pre-Intermediate)	3	B1
<ul style="list-style-type: none"> <li>• Express feelings and opinions clearly with relevant detail.</li> <li>• Write a clear, detailed text with non-intrusive errors.</li> <li>• Use appropriate lexis and some complex structures in grammar</li> </ul>	4 (Intermediate)	4 - 5	B1+
<ul style="list-style-type: none"> <li>• Use and understand language needed for most situations, despite minor errors.</li> <li>• Grammar and lexis are used with flexibility and accuracy, but with minor errors.</li> </ul>	5 (Upper Intermediate)	6	B2
<ul style="list-style-type: none"> <li>• Use the language needed for all situations and more specialized forms of communication.</li> <li>• Occasional minor errors in both lexis and grammar.</li> </ul>	6 (Advanced)	7	C1

## **LEVEL CHANGES**

New students in the General English Programs are tested and then placed in the appropriate class based on their results on the placement test. Students are assessed and placed based on their overall language ability, and the course objectives are based on an integrated skills curriculum.

Students who would like to advance to the next level of study are given the opportunity to take an end-of-level test. The test is voluntary and is only offered to students who have completed at least four weeks of study. If students achieve an overall score of 75%, with no less than 70% on all sections of the test, the student may advance to the next level of study.

## **EXIT TEST**

Students whose program duration is 8 weeks or longer are given a final proficiency test. This test assesses the student's overall language ability and final level of achievement. The test will be given in the final week of the student's program, and official test scores will be provided to the student. The exit test is not part of the assessment criteria used to determine if a student earns a Certificate of Completion.

## **DEFINITION OF ACADEMIC TERM**

Students in the adult General English program may enroll for a minimum of one week and study for the maximum duration allowed by their entry visa. There is no defined length for the entire educational program. There is no final exam or total number of hours required for completion. Students are awarded a Certificate of Completion, based on achieving the assessment criteria, for the program in which they are enrolled and for the duration of their enrollment period. Although there are recommended starting dates every two weeks, students may begin their program in any week throughout the year (except the week of the holiday break in December).

Students in the General English Junior program may enroll for a minimum of two weeks and a maximum of six weeks. There is no defined length for the entire educational program. There is no final exam or total number of hours required for completion. Students are awarded a Certificate of Completion, based on achieving the assessment criteria, for the program in which they are enrolled and for the duration of their enrollment period. The Junior program is only offered in January/February and July/August. Students may begin their program in any week that the junior program is offered.

Students in the CELTA program must enroll for the total 4-week program term. The CELTA course is offered on specific start dates throughout the year. Students must begin the program on a published start date. There is no final exam.

## **ASSESSMENT OF GENERAL ENGLISH PROGRAMS AND JUNIOR PROGRAMS –**

Course objectives and materials are organized in weekly modules, so that new students may join the class in any given week. Each week students are introduced to a set of weekly objectives that must be achieved in order to remain in good standing academically.

Every Monday, a weekly progress test is given in the Core class. The test content covers the skills and objectives studied during the previous week. Students must maintain a cumulative average of 70% on weekly tests in order to remain in good standing and receive a certificate of completion at the end of their program.

## **ASSESSMENT OF CELTA PROGRAM**

The assessment on the CELTA course is continuous (throughout the course) and integrated (all components count towards the final grade). The CELTA qualification does not require a final examination. Assessment is based on evaluation of the candidate according to Cambridge criteria in the following two areas:

### **Classroom Experience -**

For each lesson that students teach, they are required to create a Lesson Plan, which includes a breakdown of the lesson, showing how materials will be managed to achieve the lesson's aim or focus. Students will also prepare analysis sheets on grammar, language, and vocabulary, which help them prepare the lesson and guide them throughout the lesson. Students will maintain a portfolio of their work during the course. This portfolio will contain lesson materials, including handouts, lesson plans and the individual written feedback provided by the course tutor.

### **Written Assignments -**

During the CELTA course, students must complete four written assignments of approximately 1,000 words each. The assignments are very practical in nature and focus on a variety of aspects, including a student's strengths and weaknesses, the students they teach, and their ability to teach language systems (grammar and vocabulary) and language skills (reading, writing, listening and speaking).

Individual tutorials are held with students to monitor and discuss progress. Students are informed regularly of their progress through feedback on teaching practice and written assignments.

## **COMPLETION POLICY FOR ESOL PROGRAMS**

Adult students must maintain 80% overall attendance in all classes and a cumulative average score of 70% on all weekly tests in order to receive an IH Certificate of Completion at the end of their program.

Junior students must maintain 100% overall attendance in all classes and a cumulative average score of 70% on all weekly tests in order to receive a Certificate of Completion.

## **COMPLETION POLICY FOR CELTA PROGRAM**

Students must maintain 100% attendance throughout the program and submit all course work by the deadlines set. In addition, students must achieve an overall rating of 'standard' on all teaching practice sessions and written assignments. Students whose performance overall in teaching practice and written assignments meets the specific criteria are awarded a CELTA certificate by Cambridge English Language Assessment.

## ATTENDANCE AND LATENESS POLICY

Student attendance has a direct effect on academic performance and successful program completion. All students are expected to attend class every day, arrive to each class on time, return after each break on time, and remain until the end of each class period.

Adult students must maintain 80% cumulative attendance in all classes and 70% cumulative average score on weekly tests in order to successfully complete a program and receive an IH Certificate of Completion at the end of their program.

F-1 visa holders must maintain 80% cumulative attendance in all classes in order to maintain student status, qualify for vacation leave, or extend their program. If a student on an F-1 visa fails to maintain student status for the duration of his stay, the student's SEVIS record will be terminated and the student must leave the U.S. immediately.

Junior students must maintain 100% overall attendance in all classes.

### **Lateness:**

You are considered late if:

- a) You arrive to class 15 minutes or more after the class begins. If you arrive to class late, you should report to the Academic Coordinator's office. The Academic Coordinator will decide if you can go into class immediately or if you need to wait until break time.
- b) If you are late by 15 minutes or more on three occasions, you will receive an absence. If you are a junior student and receive one absence, you will not be awarded a certificate of completion.

### **Absence:**

You are considered absent if:

- a) You arrive to class 30 minutes or more after class begins, i.e. at or after 9:00 a.m. for the Communication Skills class or Junior Program, at or after 10:00 a.m. for the Core class, at or after 1:40 p.m. for the afternoon class.
- b) You leave class 30 minutes or more before class ends.
- c) You are marked late on three occasions (see above lateness policy)
- d) You do not come to school for reasons, other than illness, that have not been approved by the Academic Coordinator or Director. If you are sick, you must telephone the school each day to explain where you are. If you are not sick and miss school without pre-approval, you will be considered absent.

### **Excused Absence:**

An absence will be excused *only* for medical reasons or an emergency, if you submit the following:

- a) For medical reasons, you submit a valid, signed doctor's note stating that class attendance is/was not possible. **You must submit the signed doctor's note no later than the day you return to class in order to receive an excused absence.** The doctor's note must include the complete name of the doctor, phone number of the clinic/office, and the dates during which you are unable to attend class.
- b) For emergencies, you must submit documentation to prove that you were not able to attend class. For example, a car accident must be documented by a police report.

Junior students must attend class every day, except in cases of serious illness. If you are ill, please notify the school and your group leader immediately. All students are encouraged to attend class every day, arrive to each class on time, return after each break on time, and remain until the end of each class period.

## **SATISFACTORY STUDENT PROGRESS POLICY**

IHSD is dedicated to ensuring that students have the ability to benefit from training by achieving the curricular objectives for each level, progressing through the academic levels, and successfully completing their program of study.

### **Satisfactory Progress Standards**

IHSD has a system in place to assess, monitor, and report satisfactory student progress. The requirements to maintain satisfactory progress include:

- To maintain a cumulative attendance rate of 80% (100% for students in the junior program) in all classes, based on recorded clock hours for each program
- To maintain a cumulative average of 70% on the weekly tests

Students who meet and consistently maintain these requirements are considered in good standing with IHSD.

### **Failure to Meet Satisfactory Progress Standards**

If a student falls below the benchmarks for attendance or academic progress, the Academic Coordinator will inform the student in writing. The Academic Coordinator will then meet with the student to discuss an action plan to improve attendance and/or academic performance, and the student will sign a copy of the letter for the student's file. In order to reestablish satisfactory progress, a student is given four weeks to:

- Show improvement in academic performance by achieving and maintaining a cumulative average of 70% on weekly progress tests
- Show improvement in attendance by achieving and maintaining a cumulative average of 80% attendance in all classes

Each week, the Academic Coordinator will review the student's cumulative attendance and weekly test scores to determine if the student meets the standards for satisfactory progress. The consequences may include reinstatement to satisfactory progress status **or probation**, as follows:

- If the benchmarks for attendance and academic performance are achieved, the student is considered in good standing.
- If the benchmarks for attendance and academic performance have not been achieved by the end of the four-week period, the student will be placed on probation.

### **Probation**

A student who is placed on probation will be informed of the probationary status, the length of the probation period, and subsequent consequences in writing. The Academic Coordinator will then meet with the student to discuss an action plan to improve

attendance and/or academic performance, and the student will sign a copy of the letter for the student's file. If academic performance is the issue, the Academic Coordinator will develop a written study plan for the student outlining the specific criteria for successfully achieving the level of academic performance required to succeed in the level. The study plan may include additional homework assignments, academic tutoring, self-study materials, or make-up tests to achieve the academic benchmark. If attendance is the issue, the student will be informed of the exact number of clock hours he must attend in order to achieve the attendance benchmark.

The length of the probation period is not to exceed four weeks. In order to reestablish satisfactory progress, a student is given another four weeks to:

- Show improvement in academic performance by achieving and maintaining a cumulative average of 70% on weekly progress tests
- Show improvement in attendance by achieving and maintaining a cumulative average of 80% attendance in all classes

Each week, the Academic Coordinator will review the student's cumulative attendance and weekly test scores to determine if the student meets the standards for satisfactory progress. The consequences may include reinstatement to satisfactory progress status **or termination**, as follows:

- If the benchmarks for attendance and academic performance are achieved and maintained until the end of the student's program, the student is considered in good standing.
- If the student has not achieved and maintained 80% cumulative attendance by the end of the four-week probation period, or if the student falls below 80% cumulative attendance at any time after the end of the probation period, the student will be terminated.

*Important Note for F-1 students: if the student is on an F-1 visa, the student's SEVIS record will be terminated. In such a case, the student must depart the U.S. immediately.*

- If a student fails to meet the standards for academic progress by the end of the probation period, the student will be required to repeat the current level.

The rationale for repeating a level is based on IH San Diego's system of sequential performance levels. Students must achieve the curricular objectives and competencies at each level of study in order to be ready to progress to the next level of study. In some cases, a student who is placed on probation may not have a sufficient number of weeks remaining in his course of study to achieve the benchmarks for attendance and academic progress. In such cases, the student will be informed that he will not receive a certificate of completion at the end of his program of study.

### **Appeals**

If a student does not agree with the terms of probation, the student may appeal the determination by submitting a letter of appeal to the Academic Coordinator. The letter of appeal should include the basis and specific reasons for the appeal, along with substantiating documentation.

After receiving the written notice of probation, the student will be given (5) days to prepare and submit a letter of appeal. The Academic Coordinator will review the letter of appeal, discuss any issues with teachers as appropriate, and issue a written response within (5) days.

### **LEAVE OF ABSENCE POLICY**

A leave of absence is defined as a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. This does not imply that a student may take a break in his/her course of study and add the weeks to end of his/her course booking period.

IH San Diego may grant a temporary leave of absence to students, based on the following criteria:

- 1) The student must request the leave of absence in writing, in advance of the beginning date of the leave.
- 2) The student must specify a reason for the leave of absence requested.
- 3) The student must sign and date the leave of absence request.
- 4) The leave of absence is limited to 180 calendar days in any 12-month period or 50% of the length of period for which the student is enrolled, whichever is shorter.
- 5) Multiple leaves of absence may be granted provided the total period of the combined leaves of absence does not exceed the limit described in point #4 above.
- 6) Students who are granted a leave of absence of longer than 4 weeks will be retested upon their return and placed in the appropriate level of study.

Students enrolled under an F-1 visa may be granted a leave of absence, according to guidelines established by the DHS, as follows:

- 1) In an emergency situation such as a serious illness or a death in the immediate family.
- 2) The leave is not to exceed 50% of the length of period for which the student is enrolled.

### **CLASS SIZE**

The maximum class size for adult and junior classes is 15. The maximum ratio of teachers to students on the CELTA course is 1:6.

## STUDENT SERVICES

### STUDENT HOUSING

IH San Diego offers housing placement services to students in homestays, residential hotels, and student apartments. Fees for the accommodation placement service are listed in the price list. IH San Diego does not have any dormitory facilities under its control.

### HOMESTAY

The homestay program provides students with the opportunity to learn about American family life and customs, while improving their social English skills. Only English will be spoken in the home.

All hosts are carefully screened and agree to provide students with a safe, clean, comfortable home and a welcoming, friendly atmosphere. Students will have a bedroom equipped with a standard bed (no futons, airbeds, or sofa sleepers), dresser, closet, and a desk or study area with adequate lighting. Hosts are expected to include students in their family activities.

#### Room Options:

Students may choose a single or double room placement in a homestay with breakfast and dinner provided daily. We do not match students in a double; both students must travel together and book for the same dates and duration. Students may also choose a single executive option with a private bath and breakfast and dinner provided daily. Homestays are located between 20 and 50 minutes from the school by public transportation.

#### Meals:

All adult students in homestay accommodations receive two meals per day: breakfast and dinner. Breakfast is continental style and hosts may allow students to prepare their own breakfast from food provided by the host; other hosts may prepare and enjoy breakfast with the students. Dinner is prepared by the host and provides an opportunity for hosts to engage with students and enjoy conversation and the evening meal together. Students in the junior program receive lunch money if they book the standard junior homestay program.

HOMESTAY ACCOMMODATIONS			
<i>Length of Stay</i>	<i>Room Type</i>	<i>Rate</i>	<i>Meals</i>
Weekly	Single Half Board	\$275	Breakfast and dinner
	Double (no matching) Half Board	\$240	Breakfast and dinner
	Single Executive Half Board	\$345	Breakfast and dinner

### STUDENT RESIDENCE OPTIONS

Students who prefer a more independent living arrangement may choose to book a room in a student residence or student apartment. All residence and apartment bookings are subject to availability. Students may book a single or shared room, and amenities in each residence or apartment will vary. Some rooms are equipped with a microwave and refrigerator. Others have a communal kitchen for students' use. Some rooms have private bathrooms, while other accommodation options have shared bathroom facilities.

## STUDIO 819 Residential Hotel

Studio 819 is located in the heart of Hillcrest, San Diego's premiere urban and cultural center. Studio 819 is just minutes on public transit from Downtown San Diego, the San Diego Zoo & Balboa Park and Sea World. Rooms are furnished with the following items: full size bed, private bath, writing desk, 19" television with basic cable, microwave, mini-refrigerator, and telephone with voicemail. The centrally located residential hotel also offers 24-hour security desk services, underground parking, a communal kitchen, laundry room, patio, communal fax and message center, and free internet access in the lobby. The school is approximately 20-minute away by bus.

Studio 819 Residential Hotel		www.studio819.com		
819 University Avenue, San Diego, CA 92103		Tel: (619) 542-0819 Fax: (619) 688-6512		
Length of Stay	Room Type	Rate	Parking	Internet Access
<b>Regular Weekly / Summer Rate (7 nights)</b> Summer Rate for 06/01 - 08/31	Small East Freeway View	\$441/TBA + tax	\$10/day	\$10/week
	Small West City & Patio View	\$504/TBA + tax		
	Medium (max 4 people)	\$735/TBA+ tax		
	Security Deposit	N/A		
<p><b>*Additional charges apply on special events and holidays. Three week maximum stay with weekly rate. Hotel tax of 11.05% applies. Weekly housekeeping service included.</b> Credit card number required for reserving the room(Visa/Master). One day fee on the daily rate will be charged on the credit card if you cancel within 24hours prior to the check-in date.</p> <p><b>*\$10.00/ a day and a person is required for 3<sup>rd</sup>, 4<sup>th</sup> person in Medium Room</b></p>				
<b>Affordable Weekly / Summer Rate (7 nights)</b> Summer Rate for 06/01 - 08/31	Small East Freeway View	\$385/TBA + tax	\$10/day	\$10/week
	Small West City & Patio View	\$483/TBA + tax		
	Medium (max 4 people)	\$679/TBA + tax		
	Security Deposit	N/A		
<p><b>*Additional charges apply on special events and holidays. Three week maximum stay with weekly rate. Hotel tax of 11.05% applies. No housekeeping service included. No Towels and Linens change.</b> Credit card number required for reserving the room(Visa/Master). One day fee on the daily rate will be charged on the credit card if you cancel within 24hours prior to the check-in date.</p>				
<b>Month-to-Month</b>	Small East Freeway View	\$805	\$90/mo.	\$10/mo.
	Small West City & Patio View	\$845		
	Medium	\$995		
	Large	\$1045		
	Cleaning Fee (Visa/Master)	\$ 50		
<p><b>*Double occupancy requires additional \$100/month for small room and \$150/month for medium/large room.</b> 2 bed arrangement is available for Medium and Large rooms. \$100 Cancellation fee will be charged if you don't cancel 7days prior to the check-in date between September - May. First month rent will be charged if you don't cancel 30days prior to the check-in date between June - August.</p>				
<b>Long Term (3 months or more)</b>	Small East Freeway View	\$710	\$90/mo.	\$10/mo.
	Small West City & Patio View	\$745		
	Medium	\$895		
	Large	\$945		
	Cleaning Fee (Visa/Master)	\$ 50		
<p><b>*Double occupancy requires an additional \$50/month for small room and \$100/month for medium/large room.</b> 2 beds arrangement is available for Medium and Large rooms. \$100 Cancellation fee will be charged if you don't cancel 7days prior to the check-in date between September - May. First month rent will be charged if you don't cancel 30days prior to the check-in date between June - August.</p>				

**VANTAGGIO State Street** is a centrally located student residence in downtown ‘Little Italy’, a charming community with picturesque sidewalk cafés and numerous authentic Italian restaurants. In addition to full furnishings, all rooms contain a microwave, refrigerator, cable television, telephone with free local calls, a desk, and private bathroom. Linen rentals and utilities are included. Additionally, Vantaggio State Street has study rooms, a large fully equipped kitchen, lounge area for student socializing, and on-site laundry facilities. The premises are just a matter of blocks from the Green Line Trolley, which offers quick access to Seaport Village, the Downtown Gaslamp Quarter and Petco Park. The school is approximately 20-minutes away by trolley.

Vantaggio State Street 1736 State Street, San Diego, CA 92101		www.vantaggiosuites.com Tel: (619) 595-0111 Fax: (619) 595-0555		
<i>Length of Stay</i>	<i>Room Type</i>	<i>Rate</i>	<i>Parking</i>	<i>Internet Access</i>
<b>Weekly (7 nights)</b>	Small	\$355 + tax	\$45/week	FREE
	Large	\$375 + tax		
	Double	\$455 + tax		
	Security Deposit	\$500 or CC#	<i>Refunded upon check-out.</i>	
<i>*Additional charges apply on special events &amp; holidays. Three week maximum stay with weekly rate. Hotel tax of 12.5% applies. Bi-weekly housekeeping included. All weekly reservations in either July and/or August will be subject to a \$25.00 summer rental fee.</i>				
<b>Month-to-Month</b>	Small	\$1025 + tax	\$125/mo.	FREE
	Large	\$1080 + tax		
	Double	\$1270 + tax		
	Matching Shared Room	\$650 + tax		
	Security Deposit	\$500 or CC#	<i>Refunded upon check-out.</i>	
<i>*Bi-weekly housekeeping service included. Onetime cleaning fee is collected as follows: Small \$35, Large \$40, Double \$60, Matching \$30. All reservations with 10 or more days in either July and/or August will be subject to a \$50.00 summer rental fee. All reservations with 40 or more days in either July and/or August will be subject to a \$100.00 summer rental fee.</i>				

**BAY POINTE APARTMENTS** is located in Pacific Beach just seven blocks from the ocean and is within walking distance to public transportation, restaurants, bars and grocery stores. The facility features the following: on-site washer and dryer, fitness center, basketball and tennis courts, community swimming pool, Jacuzzi and BBQ pit, yoga and tennis classes, a movie room and Internet-business center, and 24-hour security. All apartments have two bedrooms and two bathrooms and can accommodate up to four people. Apartments are equipped with high speed Internet, air-conditioning, heating, a telephone, and cable television. The school is approximately 45-60 minutes away by public transportation.

BAY POINTE APARTMENTS (KAMO HOUSING) 3866 Ingraham St., San Diego, CA 92109		www.kamohousing.com Tel: (858) 750-3425		
<i>Length of Stay</i>	<i>Room Type</i>	<i>Rate</i>	<i>Internet Access</i>	
Weekly (Saturday to Saturday)	Shared	\$205	FREE	
	Single	\$370		
	Security Deposit	\$150	<i>Refunded upon check-out.</i>	
<i>*Check-in / out date must be Saturdays.</i>				
<i>*Free weekly cleaning included. All applicable taxes included. \$150 Security Deposit will be refunded upon departure if there is no damage in the room. <b>One week fee will be charged if you cancel within 2 weeks prior to check-in date.</b></i>				

## **ACADEMIC ADVISING (OR COUNSELING)**

IH San Diego does not offer a university pathways program, but students may consult with the Academic Coordinator regarding the process of registering for an achievement test such as TOEFL, IELTS, or FCE/CAE.

## **TUTORING**

IH San Diego offers private tutorials to students who wish to receive additional training. The fees for private tutorials are listed on the price list.

## **JOB PLACEMENT SERVICES**

IH San Diego does not offer job placement services or any guarantee of employment to students after completing any of its programs.

## **STUDENT INSURANCE**

IH San Diego offers a student injury and sickness insurance plan through guard.me International Insurance. Coverage is effective 24 hours per day during the period for which the student has enrolled. Participation in the student insurance plan is optional and fees are listed in the price list.

## **EXTRACURRICULAR ACTIVITIES**

IH San Diego offers a social activity program to adult students. The program includes a monthly calendar of activities, including cultural events and sightseeing tours, which students may sign up for. Participation in the social activity program is optional and fees are listed on the sign-up sheets.

## **VISA ASSISTANCE**

International House San Diego is authorized by SEVP to issue I-20s to students who enroll in a full-time program of 18 clock hours or more per week to apply for an F-1 student visa. If the institution is contacted by another institution requesting information on a student's status, IH San Diego will comply at no cost to the student.

## **POLICY ON RETENTION OF STUDENT RECORDS**

International House San Diego maintains a file for each student who enrolls in the institution whether or not the student completes the educational service. The following student records are retained for a period of five years from the student's date of completion or withdrawal:

- The student's name, address, e-mail, and telephone number
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student
- Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution (see admissions requirements)
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation
- The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received

- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent
- Copies of any official advisory notices or warnings regarding the student's progress
- Copies of any complaints received from the student

In addition, the following student records are retained permanently:

- A copy of the Certificate of Completion, including the date the certificate was granted, the program on which the certificate was based, and the grades earned by the student in each course

## FINANCIAL INFORMATION

### PAYMENT TERMS

Payments must be made in U.S. dollars. Accepted forms of payment include cash, bank transfer, money order, traveler's check, VISA or Mastercard.

The non-refundable registration fee and accommodation placement fee (if applicable) are due at the time of registration. The balance of tuition and other fees is due 21 days prior to the start of the course.

If payment of tuition and fees is not made by the due date, IH San Diego retains the right to withhold services and refuse admission to classes.

### SCHEDULE OF CHARGES

All students will receive an enrollment agreement, which reflects the schedule of total charges for the period of attendance. If a student revises or extends the terms of the original enrollment period, the student will receive a new enrollment agreement reflecting the total charges for the revised period of attendance.

### Adult ESOL Programs

Students in the adult General English program may enroll for a minimum of two weeks and study for the maximum duration allowed by their entry visa. There is no defined length for the entire educational program.

Tuition fees are shown as weekly rates in the price list. Homestay accommodation fees are shown as a nightly rate. Other fees, such as the registration fee, accommodation placement fee, airport transfer fee, and student insurance fee, are listed on the price list.

Example of total charges for a 4-week Semi-Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Semi-Intensive	4 weeks	\$290/week	\$1,160
Homestay Single HB	4 weeks	\$275/week	\$1,100
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 4-WEEK PROGRAM</b>			<b>\$2,635</b>

Example of total charges for a 24-week Semi-Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Semi-Intensive	24 weeks	\$270/week	\$6,480
Homestay Single HB	24 weeks	\$275/week	\$6,600
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 24-WEEK PROGRAM</b>			<b>\$13,455</b>

Example of total charges for a 4-week Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive	4 weeks	\$310/week	\$1,240
Homestay Single HB	4 weeks	\$275/week	\$1,100
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 4-WEEK PROGRAM</b>			<b>\$2,715</b>

Estimated total charges for a 24-week Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive	24 weeks	\$290/week	\$6,960
Homestay Single HB	24 weeks	\$275/week	\$6,600
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 24-WEEK PROGRAM</b>			<b>\$13,935</b>

Example of total charges for a 4-week Intensive Plus program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive Plus	4 weeks	\$390/week	\$1,560
Homestay Single HB	4 weeks	\$275/week	\$1,100
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 4-WEEK PROGRAM</b>			<b>\$3,035</b>

Example of total charges for a 24-week Intensive Plus program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive Plus	24 weeks	\$370/week	\$8,880
Homestay Single HB	24 weeks	\$275/week	\$6,600
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 24-WEEK PROGRAM</b>			<b>\$15,855</b>

Example of total charges for a 2-week Private program duration:

Program/Service/Fee	Duration	Rate	Total Charge
General Private 10 lessons	2 weeks	\$65/lesson	\$1,300
Homestay Single HB	2 weeks	\$275/week	\$550
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 2-WEEK PROGRAM</b>			<b>\$2,225</b>

Example of total charges for a 4-week Private program duration:

Program/Service/Fee	Duration	Rate	Total Charge
General Private 10 lessons	4 weeks	\$65/lesson	\$2,600
Homestay Single HB	4 weeks	\$275/week	\$1,100
Airport Transfer (one-way)		\$75	\$75
Registration Fee		\$100	\$100
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 4-WEEK PROGRAM</b>			<b>\$4,075</b>

### Junior ESOL Program

Students in the Junior General English program may enroll for a minimum of two weeks and a maximum of six weeks. There is no defined length for the entire educational program.

Fees are shown as an all-inclusive package rate (2 week rate and additional week rate) in the price list.

Example of total charges for a 2-week program:

Program/Service/Fee	Duration	Rate	Total Charge
Junior Homestay	2 weeks	\$2,200/2 weeks	\$2,200
<b>TOTAL CHARGES FOR A 2-WEEK PROGRAM</b>			<b>\$2,200</b>

Estimated total charges for a 6-week program:

Program/Service/Fee	Duration	Rate	Total Charge
Junior Homestay	6 weeks	\$2,200/2 weeks \$950/add weeks	\$6,000
<b>TOTAL CHARGES FOR A 6-WEEK PROGRAM</b>			<b>\$6,000</b>

### CELTA Program

Students in the CELTA program must enroll for the entire course period of 4 weeks. Tuition fees are shown as a package price in the price list. The registration fee is listed separately on the price list.

Estimated total charges for the entire 4-week program with homestay:

Program/Service/Fee	Duration	Rate	Total Charge
CELTA	4 weeks	\$2,495	\$2,495
Homestay Single HB	4 weeks	\$275/week	\$1,100
Registration Fee		\$200	\$200
Accom Placement Fee		\$200	\$200
<b>TOTAL CHARGES FOR A 4-WEEK PROGRAM</b>			<b>\$3,995</b>

## **STUDENT TUITION RECOVERY FUND**

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.

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 program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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.

## **FINANCIAL AID**

International House San Diego does not offer any form of financial aid, including grants, scholarships, loans, or payment plans. The institution does not participate in any federal or state financial aid programs.

If a student obtains a loan from a third party to pay for his educational program, the student will be responsible to repay the full amount of the loan plus interest, less the amount of any refund, directly to the lender. If a student receives federal student financial aid funds, in case of any refund due, the student is entitled to a refund of the money not paid from federal financial aid funds. IH San Diego does not offer loans and is not responsible for dealing with any lender on behalf of a student.

## **CANCELLATION POLICY**

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

Cancellation shall occur when a student gives written notice of cancellation to the institution. The written notice can be sent by mail, hand delivery, or e-mail. The date of determination will be the date the written notice is postmarked or delivered to the institution.

Withdrawal may be effectuated by the student's written notice or by the student's conduct, including a student's lack of attendance.

## **REFUND POLICY**

### **1. Non-Refundable Fees**

The registration fee and the accommodation placement fee are non-refundable.

Other non-refundable fees for services which are delivered include: courier service fee, airport transfer fee, student insurance fees, exam fees, and housing fees.

### **2. Cancellation Through 7<sup>th</sup> Calendar Day after Enrollment**

If written notice of cancellation is received by the start date of the course, or the seventh (7<sup>th</sup>) calendar day after enrollment (whichever is later), 100% of tuition fees will be refunded. Institutional charges for other services will be refunded, less any costs incurred for the period the services were delivered.

### **3. Withdrawal After Cancellation Period**

If a student has completed 60% or less of the course term at the time of withdrawal from classes, the student will receive a pro rata refund of tuition for the remaining period of attendance. Refunded tuition is calculated from the last day of attendance.

### **4. Cancellation of Accommodation**

If a student cancels homestay accommodations after arrival, the student must give 2 weeks' notice in writing. If a student gives a full 2 weeks' written notice of cancellation, homestay fees will be refunded for any remaining weeks.

Cancellation of other accommodations (hotel, student residence, or apartment) will be subject to the cancellation policy of the provider.

### **6. Refund Due Dates**

All refunds due will be made to the appropriate party within 45 days of the date upon which the student's cancellation or withdrawal has been determined.

Cancellation or withdrawal occurs when a student gives written notice to the school.

International House San Diego does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the U. S Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

## OUR FACULTY

Carolyn Shobe, Lead EFL Instructor and Academic Coordinator

- Degrees and Certifications: BA English Literature, TEFL Certificate, pursuing Cambridge Diploma in Teaching English to Speakers of Other Languages (Delta) Advanced TEFL Certification
- ESOL Teaching Experience: Seven years combined overseas and domestic teaching

Michelle Bourgeot, Part-Time EFL Instructor

- Degrees and Certifications: BS Sociology, CELTA (TEFL) Certificate
- ESOL Teaching Experience: Two years combined overseas and domestic teaching

Luke McGrath, Part-Time EFL Instructor

- Degrees and Certifications: BA English, CELTA (TEFL) Certificate
- ESOL Teaching Experience: Three years combined overseas and domestic teaching

Mary Young, Part-Time EFL Instructor

- Degrees and Certifications: BA History, CELTA (TEFL) Certificate
- ESOL Teaching Experience: Three years combined overseas and domestic teaching

Tommy Coffey, Part-Time EFL Instructor

- Degrees and Certifications: BA Social Sciences, TESOL Certificate
- ESOL Teaching Experience: Seven years combined overseas and domestic teaching

## OUR ADMINISTRATIVE TEAM

Karen Johnson

Director

Carolyn Shobe

Academic Coordinator

Mary Young

Registrar/Student Services Officer