



# EC English Language Centers California Catalog

**The EC Mission and Purpose:**  
**HELPING STUDENTS SUCCEED IN A GLOBAL COMMUNITY**  
[www.ecenglish.com/en/school-locations/usa](http://www.ecenglish.com/en/school-locations/usa)

**EC San Diego**  
**EC Los Angeles**  
**EC San Francisco**

EC is a private institution is licensed and approved to operate by the California Bureau of Private Postsecondary Education. Approval to operate means the institution is compliant with minimum state standards as set forth in the CEC and 5 CCR. An institution may not imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds minimum state standards.

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.

### **Description of Courses:**

All short-term and long-term students receive the same types of lessons, which are combined in different ways which are described below and as well as in the [brochure](#). All courses have rolling enrollments with course starts every Monday. English Language proficiency is not required and EC is a non-degree granting institution. At the end of any course with EC a student will receive a certificate of completion which outline the level of the student at the end of their course and the overall attendance percentage a student has achieved.

For a schedule of fees based on the course and number of weeks booked, please see Appendix A. Your enrollment agreement will calculate your total fees based on course, start date, end date, registration fee (\$160) as well as accommodation, insurance, courier and bank transfer fees if applicable.

The objective of this courses below is to give you a practical understanding of the English language from Beginner to Proficiency.

**General English (20 lessons per week / 15 hours)** is the minimum number of hours per week a student can study. See your confidence improve as we train you in all four communication skills: speaking, listening, reading and writing.

**Intensive English (30 lessons per week / 22.5 hours)** includes the above General English classes, and also allows you to personalize your course by taking an additional 10 lessons per week across a wide selection of electives (electives vary per center).

**Semi-Intensive English (24 lessons per week /18 hours)** This course offers General English plus 4 lessons per week of electives.

**Cambridge Exam Preparation: (30 lessons per week/22.5 hours)** This course focuses only on preparation for the First (FCE), Advanced (CAE) and Proficiency (CPE) Cambridge Exams. The objective is to prepare students to pass the Cambridge exam of their choice. (Not available at all locations, please see the Appendix A for details.)

### **Special Focus Classes:**

Semi-Intensive and Intensive English students can choose from the following Special Focus classes to help them progress faster and study in areas of personal interest (courses may vary depending on enrollment and level, speak with your Director of Studies for Special Focus courses offered at your location):

#### **English in the City**

Experience the local dialects, history and famous sights, all while improving your English. Learn more about your host city.

#### **English for Work**

Develop the fluency, accuracy and the specific communication skills you need to advance confidently in your chosen career.

**Academic English**

Focus on improving your academic skills, such as writing assignments, taking notes and preparing presentations.

**Survival English**

Aimed at beginner level students, develop a practical understanding of English at different levels and activate your new language in everyday situations.

**Get Talking**

Develop confidence, practice your speaking skills and develop fluency as you focus on learning through conversation.

**Grammar in Real Contexts**

Take a closer look at how the English language is structured, with a focus on relevance and appropriateness.

**A World of Words**

Gain inspiration and vocabulary to learn about and discuss world issues and global geography.

**Write Now**

Improve your skills in writing for different audiences, using appropriate language and style.

**Credit transfers:**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at EC English Language Centers is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn at EC is also at the complete discretion of the institution you wish to transfer. If the certificate 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 EC and determining if your completion certificate will be accepted.

No degrees or credits are offered at EC English Language Centers. EC cannot accept or award credit for experiential learning.

**Admissions Policy:**

No entrance exams or language proficiency are required. Students will take the Oxford Online Placement Exam (OOPT) to determine language level either before arrival or on the first day. EC offers language training at the following CEFR levels: Beginner (A1), Elementary (A2), Pre-Intermediate (B1), Intermediate (B1+), Upper Intermediate (B2), Pre-Advanced (B2+), Advanced (C1) and Proficiency (C2).

**English Language Proficiency:**

No entrance exams or language proficiency are required. Students will take the Oxford Online Placement Exam (OOPT) to determine language level either before arrival or on the first day.

If a student would like to challenge their placement level they may speaking with the Director of Studies and retake the OOPT exam.

**Progress/Standards for Student Achievement:**

Students are assessed every five weeks with the EC Progress Assessments. A passing score is 80%. Your teacher will tell you when your Progress Assessments will be based on the length of your stay.

Per the EC Attendance Policy and because attendance is important for learning, all students must maintain a minimum cumulative attendance average of 80% to remain in good standing. Any student who does not have 80% attendance for the past 5 weeks will not be allowed to take the Progress Assessment or move up to the next level.

If a student fails to move up to the next level after 10 weeks, the following actions will occur:

After 10 weeks: Student remains in the level with a learning plan with required tasks for the next six weeks to help them improve.

After 15 weeks: Student remains in the level and has a coaching session with an EC staff member to receive help and set weekly progress goals for the next five weeks.

After 20 weeks: Student remains in the level and has a coaching session with an EC staff member to receive help and set weekly progress goals for the next five weeks.

After 25 weeks: If at the 25-week mark, the student has not passed to the next level, the student is invited to a meeting with the DoS and CD.

As per accreditation requirements, students who have not made progress after 25 weeks will be dismissed from the school. If the student is on a student visa, their I-20 will be terminated. Students may appeal their dismissal in writing to the Center Director within one week of their dismissal.

If you feel your level is too difficult or too easy, speak to your teacher or an EC staff member. We will help you find the level that is most appropriate for your English skills.

**Attendance Policy:**

EC Students are expected to attend 100% of their classes. However, we understand that you may not be able to attend all of your classes, so we ask that you maintain a minimum of 80% attendance during your course. EC issues weekly warnings to students who fall below 80% attendance; this requirement applies to ALL students, including students not on a student visa. You may check your attendance with a front office staff member. EC cannot excuse absences due to USA Immigration rules. Therefore, students should reserve 20% of their weekly class time for emergencies, illness or other issues that may prevent them from attending their classes. If you are absent for two consecutive days, a member of the school team will contact you to make sure you are OK and remind you of the attendance policy.

If you are absent for 10 consecutive days, you will be dismissed from the school, and if you are on a student visa, your I-20 will be terminated.

Students are expected to come to class on time. If you come between 5 and 15 minutes late you will be marked 'Late', and if you are late 3 times in a week this will count as one absence. If you are more than 15 minutes late, you will be marked absent. If you leave class for more than 15 minutes at a time, you will be marked absent.

**Probation and Dismissal Policy:**

If attendance falls below 80%: 1st Written Warning

If student does not maintain a minimum of 80% attendance for the week following the first warning: 2nd Written Warning

If student does not maintain a minimum of 80% attendance for the week following the second warning: 3rd Written Warning

If student does not maintain a minimum of 80% attendance for the week following the third warning: Termination Letter and dismissal.

For F-1 students who are terminated: The student's I-20 is terminated, and the student is reported to Immigration and must leave country immediately. You may not be eligible for a refund for remaining lessons.

**Leave of Absence:**

There is no official leave of absence policy for EC students as courses can be as short as one week. Students on and F1 visa who are in need of a leave of absence to return home for a family emergency, etc. are encouraged to finish their current session and restart when they are ready. Students in this situation are terminated for authorized early withdrawal in SEVIS and if the student is able to return within 5 months, we can re-activate the I20. Any student who is gone for 6 weeks or more is considered a "new enrollment" and may have to take the placement test again to ensure language level has not changed.

**Teachers and Faculty:**

EC teachers are the heart of the student experience. We select only the best teachers to work with us, and support them as they show you a fantastic learning experience and guide you towards fluency. The minimum requirements for teachers are a BA or BS plus either a TEFL (Teacher Training Certification) which includes observed teaching or at least one year of ESL or EFL teaching experience. Instructors in ESL must demonstrate the ability to plan and deliver high quality language lessons and work with technologies for teaching and administration. At EC, we prefer instructors who have experience living and working abroad.

**Accreditation:**

EC English Language Centers in the United States are and are accredited by ACCET (Accrediting Council for Continued Education and Training, [www.accet.org](http://www.accet.org)). ACCET is officially recognized by the U.S. Department of Education as a national accreditor and includes Intensive English Programs (IEPs) in its scope for accreditation.

**Visa Services and Information:**

EC is authorized under federal law to enroll F-1 non-immigrant students. By law, to issue the I-20 form, with the enrolment form EC must receive: the student's home address, a copy of the

student's passport, proof of sufficient funds to meet tuition and living expenses through a current (60 days or less) bank statement or letter from either the student's sponsoring person's or institution's bank. There are no fees for visa services.

When you have been accepted onto English course with EC, we send you a government issued I-20 form. With the I-20 form you can apply for a F-1 student visa at a U.S. Embassy or Consulate. A Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status.

Students on an F1 visa are required to study a minimum of 18 hours per week (EC's Semi-Intensive or Intensive courses) and maintain at least 80% overall attendance in order to remain in full status. Students studying with EC will receive three warnings to bring their attendance up to 80% before their I20 is terminated for a failure to maintain status. Students who are terminated are eligible to transfer to another F1 certified school and apply for re-instatement of their student status or must leave the country within 15 days of termination.

#### **Student Services and Facilities:**

All EC locations provide the following services for students:

EC Online Access prior to arrival, as well as an additional 3 months after departure

Sunday Experience including a city tour and local lunch or dinner with EC Staff

Activity Calendar including local events and weekend trips

State-of-the-art technology, including interactive whiteboards in all classrooms

Student lounges where you can relax and practice your speaking with friends

Free wireless internet throughout each school plus plenty of internet connected computers.

#### **Names, addresses, phone and websites for centers:**

**EC San Diego:** 1012 Prospect Street Suite 200, La Jolla, 92037 Ph: 858-456-1212

8 classrooms/computer lab/student lounge/free wifi

**EC Los Angeles (Santa Monica):** 401 Wilshire Blvd. Suite 200, Santa Monica, 90401 Ph: 310-310-3868

18 classrooms/computer lab/student lounge/free wifi

**EC San Francisco:** 100 Montgomery Street 18<sup>th</sup> floor, San Francisco 94104 Ph: 415-362-3300

13 classrooms/computer lab/student lounge/free wifi

#### **Library Services:**

All schools have library facilities for extra study. There are no fees for using the library and hours are consistent with school open and close hours.

#### **Housing:**

EC does not own any housing facilities and is a non-residential program. EC can, however, arrange the following housing options at each location. Prices will vary based on room type and availability and students are encouraged to speak with housing department for more details.

Students are not required to purchase housing from EC and may choose to find their own housing.

All EC centers offer homestay options for students. Homestays vary in distance, however no homestay is more than 60 minutes away from the school by public transport. All homestay rooms include a bed, drawer and closet and some rooms have other amenities. Students may book half or full board; half board includes breakfast and dinner, full board includes all three meals.

### **EC San Diego:**

Homestay: \$265-\$340/week

Residences: Twin or Single Rooms available at the Bay Pointe Shared Apartments (\$265-\$525/week), Costa Verde (\$305-\$590/week) and Ava Aparthotel (\$305-\$590/week). Bay Pointe is centrally located in Mission Bay about 45 minutes from EC San Diego by bus, 15 minutes by car, and includes a heated Olympic size pool, cardio and weight room, basketball and tennis courts. The front desk is open Monday to Saturday 9 AM – 5 PM, Sunday 12 PM – 4 PM. Costa Verde is located just a few minutes from the La Jolla Village Square and the UTC shopping mall. Each apartment has a clothes washer and dryer which students may make use of at no extra charge. Ava Aparthotels has a beautiful pool, 24/7 gym and is located in the heart of Pacific Beach, approximately 40 minutes from the school taking public transportation.

### **EC San Francisco:**

Homestay: \$280-\$375/week

Residences: Twin and single rooms available at the Columbus Residence (\$375-\$485/week) or the Monroe Aparthotel (\$395-\$545/week). The Columbus Residence is a newly renovated historic residence/hotel very close to EC, catering to international students and others seeking economical longer accommodations in San Francisco. While the building is over 100 years old, it has been updated with new bathrooms, a new shared kitchen, dining area and TV lounge. A large laundry room rounds out the public spaces. The Monroe is located in a residential area called Pacific Heights on a quiet street with apartment buildings and homes, only minutes to the central business district by bus. Single and twin bedrooms are available with shared vintage bathrooms. Each room is equipped with a desk, dresser, closet, Wi-Fi, and a television.

### **EC Los Angeles:**

Homestay: \$280-\$340/week

Residences: Shared apartments are available at Barrington Plaza (\$320-\$685/week) and Aqua Marina Del Ray (\$370-\$720/week). Shared apartments accommodate up to 4 people and include shared living space, kitchens, patio and a shared bathroom. Both residences are about 35 minutes from the school by public transportation.

### **Complaints/Grievance Policy:**

At EC we believe in an open door policy and all staff are encouraged to leave their office doors open as much as possible so students can feel free to come in and discuss their challenges with any staff member. We recognize not all students will take advantage of this, however, and EC also has a grievance policy posted on the student notice board in addition to the [ACCET Document 49](#). EC's grievance policy allows students to know who to go to for what kinds of

issues, as well as provides the contact information for the Director of Operations and the Regional Academic Director.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll free number (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).

### **Student Records and Transcripts:**

Students' records are kept on SharePoint and in the EC database, Konnect. Only office staff are allowed to access these files and make updates. Once a student is enrolled, student records are updated in Konnect or Sharepoint, depending on the update (at the time of writing documents cannot be uploaded to Konnect so all intake documents, attendance warning letters and the like are kept in the Sharepoint files) for easy access to information. Each office employee has a designated personal password to log into the Konnect system and passwords are not shared between employees.

Access to information in student files is only granted to the student (or the guardian if student is under 18 years old) upon request to the school staff. Academic information (transcripts) can be viewed however on EC Online, EC's online student learning management system. Each student gets a unique login at the time of booking and can use this system to view attendance, academic progress and other basic school information. We do not give personal information out over the phone.

Additionally, EC publishes a global privacy policy on our website which explains confidentiality of any student details collected online.

Physical student files/transcripts are retained for 5 years. Electronic files/transcripts are kept indefinitely.

### **Student Tuition and Recovery Fund:**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:



“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written

application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Because of the short-term nature of studies at EC, EC students do not have social security or taxpayer identification numbers, as they are nonimmigrant students or tourists and their residence is overseas.

**Refund/Withdrawal Policy:**

Students may withdraw/cancel from the school, by speaking with any EC staff member at any time in the cancellation period and receive a pro rata refund if you have completed 60% or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00 within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 10 consecutive calendar days without notice to the school.
- The student fails to return from a leave of absence or session break.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus nonrefundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal.

**Federal and State Financial Aid/Repayment of Loans:**

EC does not participate in any U.S. federal and state financial aid programs. Therefore, EC has no policies regarding financial aid or repayment of loans. If a student personally obtains a loan he or she will be responsible for repayment of the loan plus interest, less the amount of any refund.

**Job Placement:**

EC offers English language instruction to international students only who are prohibited by the Department of Homeland Security to work in the USA. Therefore, EC's courses are not vocational and do not lead to professional certification and/or job placement in the USA.

**Distance Education:**

EC does not provide any distance learning.

**Disclosures:**

This institution has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec.1101 et seq.)

**Catalog Updates, Validity and Availability:**

This catalog is updated annually in December and can be obtained online via [www.ecenglish.com](http://www.ecenglish.com) as well as onsite at each EC California location.

This catalog is valid from December 31, 2018 to December 31, 2019.

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:**

**Address:**

2535 Capitol Oaks Drive Suite 400 Sacramento CA 95833  
PO Box 980818 West Sacramento CA 95798-0818

**Web address:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Telephone:**

888-370-7589

916-431-6959

**Fax:**

916 263 1897

## Appendix A: Schedule of fees

### EC San Francisco:

**Registration Fee:** \$160

**Accommodation Placement Fee:** \$90

**Optional Student Insurance:** \$25/week

**Courier Fees:** \$75

**Bank Transfer Fees:** \$31

General English	
Total clock hours	1440
Hours per week	15
Total weeks	96
Price per week	\$370
Total course price	\$35,520

Semi-Intensive	
Total clock hours	1728
Hours per week	18
Total weeks	96
Price per week	\$395
Total course price	\$37,920

Intensive	
Total clock hours	2160
Hours per week	22.5
Total weeks	96
Price per week	\$450
Total course price	\$43,200

Academic Year/Semester Intensive	
Total clock hours	2160
Hours per week	22.5
Total weeks	96
Price per week	\$405
Total course price	\$38,880

Academic Year/Semester Semi-Intensive	
Total clock hours	1728
Hours per week	18
Total weeks	96
Price per week	\$365
Total course price	\$35,040

**EC San Diego:**

Registration Fee: \$160

Accommodation Placement Fee: \$90

Optional Student Insurance: \$25/week

Courier Fees: \$75

Bank Transfer Fees: \$31

<b>General English</b>	
Total clock hours	1440
Hours per week	15
Total weeks	96
Price per week	\$380
Total course price	\$36,480

<b>Semi-Intensive</b>	
Total clock hours	1728
Hours per week	18
Total weeks	96
Price per week	\$410
Total course price	\$39,360

<b>Intensive</b>	
Total clock hours	2160
Hours per week	22.5
Total weeks	96
Price per week	\$460
Total course price	\$44,160

<b>Academic Year/Semester Intensive</b>	
Total clock hours	2160
Hours per week	22.5
Total weeks	96
Price per week	\$415
Total course price	\$39,840

<b>Academic Year/Semester Semi-Intensive</b>	
Total clock hours	1728
Hours per week	18
Total weeks	96
Price per week	\$375
Total course price	\$36,000

<b>Cambridge - 8 week</b>	
Total clock hours	90
Hours per week	22.5
Total weeks	8
Price per week	\$505
Total course price	\$4,040

<b>Cambridge - 10 week</b>	
Total clock hours	225
Hours per week	22.5
Total weeks	10
Price per week	\$505
Total course price	\$5,050

<b>Cambridge - 12 week</b>	
Total clock hours	270
Hours per week	22.5
Total weeks	12
Price per week	\$460
Total course price	\$5,520

**EC Los Angeles:**

Registration Fee: \$160

Accommodation Placement Fee: \$90

Optional Student Insurance: \$25/week

Courier Fees: \$75

Bank Transfer Fees: \$31

<b>General English</b>	
Total clock hours	1440
Hours per week	15
Total weeks	96
Price per week	\$380
Total course price	\$36,480

<b>Semi-Intensive</b>	
Total clock hours	1728
Hours per week	18
Total weeks	96
Price per week	\$405
Total course price	\$38,880

<b>Intensive</b>	
Total clock hours	2160
Hours per week	22.5
Total weeks	96
Price per week	\$460
Total course price	\$44,160

<b>Academic Year/Semester Intensive</b>	
Total clock hours	2160
Hours per week	22.5
Total weeks	96
Price per week	\$415
Total course price	\$39,840

<b>Academic Year/Semester Semi-Intensive</b>	
Total clock hours	1728
Hours per week	18
Total weeks	96
Price per week	\$375
Total course price	\$36,000

<b>Cambridge - 8 week</b>	
Total clock hours	90
Hours per week	22.5
Total weeks	8
Price per week	\$505
Total course price	\$4,040

<b>Cambridge - 10 week</b>	
Total clock hours	225
Hours per week	22.5
Total weeks	10
Price per week	\$505
Total course price	\$5,050

<b>Cambridge - 12 week</b>	
Total clock hours	270
Hours per week	22.5
Total weeks	12
Price per week	\$460
Total course price	\$5,520