



# EC English Language Centers California Catalog

## **The EC Mission:**

**HELPING STUDENTS SUCCEED IN A GLOBAL COMMUNITY**

[www.ecenglish.com/en/school-locations/usa](http://www.ecenglish.com/en/school-locations/usa)

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**EC San Francisco at Silicon Valley:** 3715 Bowers Ave., Santa Clara 95054

Ph:408-861-3700

EC is licensed to operate by the California Bureau of Private Postsecondary Education. Approval to operate means the institution is compliant with 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

### *Courses:*

If you want to improve your English quickly and effectively while gaining confidence or you want to develop your fluency in everyday contexts, EC offers the following courses for you to choose from: (English Language proficiency is not required)

**General English** (20 lessons per week / 15 hours) will give you a practical understanding of the English language and take you all the way to fluency. 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.

No degrees are offered at EC English Language Centers.

### *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**

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.

### *Levels:*

No entrance exams are required. Students will take the Oxford Online Placement Exam to determine language level either before arrival or on the first day. EC offers language training at the following levels: Beginner, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate, Pre-Advanced, Advanced and Proficiency

### *Progress Policy:*

Students are assessed every six weeks with the EC Progress Assessments. A passing score is 80%. Your teacher will tell you when your Progress Assessments will be.

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 6 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.

### *EC Attendance Warning Procedure:*

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.

### *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 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.

When you have been accepted onto English course with EC, we send you an 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

Bright, modern classrooms  
State-of-the-art technology, including interactive whiteboards

Student lounges where you can relax and practice your speaking with friends  
Library facilities for extra study  
Free wireless internet throughout each school plus plenty of internet connected computers.

### *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:** Twin or Single Rooms available at the Bay Pointe Shared Apartments, about 45 minutes from EC San Diego by bus, 15 minutes by car. Bay Pointe is centrally located in Mission Bay 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.

**EC San Francisco:** Twin and single rooms available at the Columbus Residence or the Monroe Aparthotel. 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:** Shared apartments are available at Barrington Plaza, Oakwood Marina Del Ray and Aqua Marina Del Ray. Shared apartments accommodate up to 4 people and include shared living space, kitchens, patio and a shared bathroom.

### *Complaints:*

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. This 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 for the West Coast.

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).

### *Student Records:*

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. Some academic information can be viewed however on EC Online, EC's 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 are retained for 5 years. Electronic files are

### ***Student 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, are 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 EF California Catalog 6 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 Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment and suffered any 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 closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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 from the school at any time after 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.

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 do 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 obtains a loan he or she will be responsible for repayment of the loan plus interest.

### ***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, 2017 to December 31, 2018.