



Catalog

January 1, 2017 – December 31, 2017

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California State Approval Disclosure

Newton International College is a private institution approved to operate by the California Bureau of Private Postsecondary Education (BPPE) under the California Education Code. Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

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, www.bppe.ca.gov, Telephone: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

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.

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

The following disclosure is a requirement of the California Private Postsecondary Education Act of 2009: Newton International College 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, NOR has 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.).

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Academic Calendar for 2017

1st Session: January 4 – February 24
2nd Session: March 6 – April 21
3rd Session: May 8 – June 23
4th Session: July 10 – August 25
5th Session: September 11 – October 27
6th Session: November 6 – December 21

The school observes the following national holidays:

NEW YEAR'S DAY
MARTIN LUTHER KING DAY
PRESIDENT'S DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
VETERANS' DAY
THANKSGIVING DAY
CHRISTMAS EVE
CHRISTMAS DAY

Newton International College operates its academic calendar on a session system. There are six sessions per calendar year, with new sessions that start in the beginning of January, March, May, July, September, and November. Each session is approximately 7 weeks.

Students normally enroll in two consecutive sessions at a time, and then take one break session. Thus, students typically enroll in four sessions and take two break sessions per academic calendar year.

We operate on a six session system in order to accommodate the new students that want to enroll in the different programs year-round.

Mission

The mission of Newton International College is to provide a high quality education and an encouraging learning environment that supports and facilitates student learning and success.

INSTITUTIONAL CORE VALUES

As an institution committed to student success, Newton International College is guided by the following essential, enduring and shared values:

A DEVOTION TO OUR MISSION

We honor and uphold the school's mission.

A PASSION FOR LEARNING

We believe a passion for learning is the foundation for student success.

A RESPECT FOR DIVERSITY

We believe a diverse student body enriches our classroom and campus environments.

A COMMITMENT TO INTEGRITY

We believe ethical conduct is a personal, institutional and societal responsibility.

A DEDICATION TO COLLEGIALITY

We believe teamwork among our student body, faculty, and staff is crucial for student success.

History

Newton International College is a private postsecondary educational institution founded in September of 1990 in Garden Grove, California. The school is an S corporation owned by Mr. Austin H. Park, who serves as its Chief Executive Officer/President. The Bureau for Private Postsecondary Education (the BPPE) of the State of California has granted Newton International College approval to operate since August of 1993. The BPPE's approval to operate means that the school and its operation comply with state standards established under the California Education Code.

The school has also been authorized by the Department of Homeland Security to enroll international students since May of 1994. Thus, Newton International College can issue SEVIS I-20 forms (Certificate of Student Eligibility) for international students so that they may obtain student visas from a U.S. Embassy or Consulate. Newton International College does not provide visa services.

Since our first class taught in January of 1991, the school has offered English as a Second Language programs. Since its founding in 1990, thousands of students have graduated from Newton International College. The school remains pro-active and vigilant in accessing the changing needs and goals of our students. We continually update our program curricula based on our own self-evaluation, new industry standards, and state and federal regulations. Newton International College is committed to upholding its history of excellence and mission of providing a high quality education and an encouraging learning environment that supports and facilitates student learning and success.

Facilities

Newton International College is conveniently located in Orange County. The location is within easy access to major freeways, airports, and bus routes. All enrolled students may access the school's facilities and resources during regular school hours.



Orange County Main Campus

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The school's campus is comprised of a two-story building that is approximately 13,000 square feet with administrative offices, lecture rooms, a student lounge, a faculty lounge, and a library. There is a large parking lot on the building property as well as plenty of nearby street parking. The school provides Audio/Visual equipment and digital projectors for the lecture rooms as needed. A typical class size for any program is between fifteen and twenty students. All College facilities fully comply with any and all federal, state and local ordinances and regulations, including fire and safety standards.

Admissions

Overview of the Admissions Process

Admission of an applicant into Newton International College is based on an individual's academic, professional and personal goals, and whether those goals are aligned with the mission and program offerings of the school. In general, those who are over 18 years of age, demonstrate a desire to learn, have an ability-to-benefit (ATB) from their intended program of study, and possess a high school diploma or a General Equivalency Diploma (GED) are eligible to apply to Newton International College. Each applicant is assessed on an individual basis, and the final determination for admission of an applicant is based on prior education, motivation, and capability to pursue a chosen program. Those under 18 years of age may apply only for the English as a Second Language (ESL) programs with the signed consent of his/her parent(s) or legal guardian(s).

General Admissions Requirements

To enroll in the school, applicants must:

1. Be 18 years of age or older.
2. Submit an application form.
3. Submit documentation of a high school diploma, high school transcript with a graduation date or GED.
4. Participate in a qualitative admissions interview with an Admission Officer.
5. Complete the Enrollment Agreement.
6. Meet any program specific entrance requirements as noted in the Programs section.
7. Pay the tuition and fees or develop a payment plan with the school.

International Admissions Requirements

Newton International College is authorized by the Department of Homeland Security to issue SEVIS I-20 forms (Certificate of Student Eligibility) for international students so that they may obtain student visas from a U.S. Embassy or Consulate.

International students must meet the same entrance requirements for the program they wish to enter that are applicable to domestic students. In addition, an international student applicant must:

1. Submit an affidavit of financial support from his/her sponsor(s) verifying financial support for the student during his/her enrollment at Newton International College; or
2. Submit bank statement verifying sufficient funds to cover tuition, fees, costs and living expenses while enrolled in the school; and
3. Have a SEVIS issued I-20 Form for attendance at the school. The SEVIS I-20 shall not be issued until all admission requirements have been met. International students who are in the United States and already have a student visa will be processed as a transfer in the SEVIS system.

Other individuals already in the United States under a temporary status, which requires a change of status, must file an I-539 (Application to Extend/Change Nonimmigrant Status) and pay the required fee to the United States Bureau of Customs and Immigration Services prior to admission.

Statement of Non-Discrimination

The school is dedicated to respecting, integrating, and celebrating students' diverse cultures into all aspects of campus life. The school maintains a professional and safe environment where students are free to express and share their unique backgrounds and experiences.

The school does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, age, or disability. The school complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to an Admission Officer who will provide students with procedures for filing informal and formal student complaints.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008. Newton International College abides by the policy that "no student with a disability" shall be excluded from participation in programs and services offered by the University "when reasonable accommodations may be provided." A student is eligible for reasonable accommodations if the student has a disability, and the school determines that the functional limitations of the disability can be reasonably accommodated. Newton International College is committed to providing reasonable accommodations to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the school. Students with disabilities should submit a Disability Accommodation Request with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

Program Changes/Policy Guidelines

Newton International College has the right, at its discretion, to make reasonable changes in program content, class schedules, materials and equipment, as it deems necessary in the interest of improving the students' educational experience. Newton International College reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training or team teaching may be facilitated to contribute to the level of interaction among students. When ongoing federal, state, accreditation, or professional changes occur that affect students currently in attendance, Newton International College will make the appropriate changes and notify the students accordingly.

Employment Guarantee Disclaimer

Newton International College does not guarantee employment after completion of its vocational programs.

Student Education Program Plans (SEPP)

Upon admission into Newton International College, a student completes his/her Student Education Program Plan (SEPP) form with an Admission Officer. The SEPP assesses and tracks a student's academic progress. Students are to meet with an Admission Officer every re-enrollment period to update their SEPP and to ensure they are staying on track with their academic progress and goals. The school will periodically contact students to update their SEPP based on a case-by-case analysis.

The following pages are the SEPP forms for all programs offered at Newton International College.

STUDENT EDUCATION PROGRAM PLAN (SEPP)

ENGLISH AS A SECOND LANGUAGE (ESL): LEVEL 100 200 300 400

Program Length: 240 to 720 Clock Hours depending on student ability.

I-20 START DATE (FOR INTERNATIONAL STUDENTS ONLY): _____ / _____ / _____

Program Start Date: _____ / _____ / _____

Program Scheduled Completion Date: _____ / _____ / _____

Year 2015	Year 2016	Year 2017
<input type="checkbox"/> 1 st Session 01/05 – 02/20	<input type="checkbox"/> 1 st Session 01/04-02/19	<input type="checkbox"/> 1 st Session 01/04 – 02/24
<input type="checkbox"/> 2 nd Session 03/09 – 04/24	<input type="checkbox"/> 2 nd Session 03/07-04/22	<input type="checkbox"/> 2 nd Session 03/06 – 04/21
<input type="checkbox"/> 3 rd Session 05/04 – 06/19	<input type="checkbox"/> 3 rd Session 05/09-06/24	<input type="checkbox"/> 3 rd Session 05/08 – 06/23
<input type="checkbox"/> 4 th Session 07/06 – 08/21	<input type="checkbox"/> 4 th Session 07/11-08/26	<input type="checkbox"/> 4 th Session 07/10 – 08/25
<input type="checkbox"/> 5 th Session 09/08 – 10/23	<input type="checkbox"/> 5 th Session 09/07-10/26	<input type="checkbox"/> 5 th Session 09/06 – 10/25
<input type="checkbox"/> 6 th Session 11/02 – 12/18	<input type="checkbox"/> 6 th Session 11/07-12/23	<input type="checkbox"/> 6 th Session 11/01 – 12/22

Program	Class Time	Course Group	Program	Class Time	Course Group
ESL 100	<input type="checkbox"/> MTWTh 8:45 AM – 1:15 PM		ESL100	<input type="checkbox"/> MTWTh 6:00 PM – 10:30 PM	
ESL 200	<input type="checkbox"/> MTWTh 8:45 AM – 1:15 PM		ESL 200	<input type="checkbox"/> MTWTh 6:00 PM – 10:30 PM	
ESL 300	<input type="checkbox"/> MTWTh 8:45 AM – 1:15 PM		ESL 300	<input type="checkbox"/> MTWTh 6:00 PM – 10:30 PM	
ESL 400	<input type="checkbox"/> MTWTh 8:45 AM – 1:15 PM		ESL 400	<input type="checkbox"/> MTWTh 6:00 PM – 10:30 PM	

ESL 100 Course Group	ESL 200 Course Group	ESL 300 Course Group	ESL 400 Course Group
1 <input type="checkbox"/> 101 107 113 119	7 <input type="checkbox"/> 201 207 213 219	13 <input type="checkbox"/> 301 307 313 319	19 <input type="checkbox"/> 401 407 413 419
2 <input type="checkbox"/> 102 108 114 120	8 <input type="checkbox"/> 202 208 214 220	14 <input type="checkbox"/> 302 308 314 320	20 <input type="checkbox"/> 402 408 414 420
3 <input type="checkbox"/> 103 109 115 121	9 <input type="checkbox"/> 203 209 215 221	15 <input type="checkbox"/> 303 309 315 321	21 <input type="checkbox"/> 403 409 415 421
4 <input type="checkbox"/> 104 110 116 122	10 <input type="checkbox"/> 204 210 216 222	16 <input type="checkbox"/> 304 310 316 322	22 <input type="checkbox"/> 404 410 416 422
5 <input type="checkbox"/> 105 111 117 123	11 <input type="checkbox"/> 205 211 217 223	17 <input type="checkbox"/> 305 311 317 323	23 <input type="checkbox"/> 405 411 417 423
6 <input type="checkbox"/> 106 112 118 124	12 <input type="checkbox"/> 206 212 218 224	18 <input type="checkbox"/> 306 312 318 324	24 <input type="checkbox"/> 406 412 418 424

Financial Aid and Private Loan Information

Newton International College will strive to work with each student to develop a payment plan that will meet his/her individual needs. However, the school does not participate in federal or state financial aid programs, and does not offer any financial aid. If the student defaults on a federal or state loan, both the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and (2) the student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Dental Laboratory Technology students may apply for a private loan through TFC Credit Corporation. The loan application forms are available at the Office of Admissions. If a student obtains a private loan through TFC Credit Corporation or any other financial institution, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Please be advised that a financial institution may take action against a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. No endorsement or evaluation of TFC Credit Corporation is intended, and each student is encouraged to conduct his or her own research to find a financial institution that will work best for his or her individual needs.

Transfer Information

Notice Concerning Transferability of Credits and Credentials Earned

The transferability of credits you earn at Newton International College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the associate of applied science, certificate or diploma, you earn in the Graphic Design programs (GRD), Dental Laboratory Technology (DLT) programs, Office Computer Applications (OCA) programs are also at the complete discretion of the institution to which you may seek to transfer. If the semester units, certificate, diploma, or associate of applied science that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Newton International College to determine if your semester units, certificate, diploma or associate of applied science will transfer.

Newton International College is not accredited by an accrediting agency recognized by the United States Department of Education. The College does not offer programs that lead to jobs that require licensure exams. The College does not offer associate, baccalaureate, master's, or doctoral degrees. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Transfer of Credit

Students who request to transfer credits into the school from previously attended institution(s) must submit a Transfer of Credit Form and sealed transcript from the originating institution prior to the first day of the first session in which the student commences his or her education at the

school. Only official transcripts will be accepted for final transfer credit evaluation. If official transcripts are not received within the appropriate time frame, credit may be awarded in exceptional circumstances at the school's discretion. In addition to transcripts, copies of course descriptions, school catalogs, and course syllabi may also be required for evaluation purposes. Decisions regarding transfer credit are made by the President, who will review transcripts from previous institutions to determine what credit, if any, will be granted. If approved, the student will be notified of the credit granted. Students are expected to attend all classes in their program of study until their transfer credit request has been evaluated and approved.

Credits will be considered for transfer if ALL of the following criteria are met:

1. Student submits a Transfer of Credit Form available at the Office of Admissions.
2. The course(s) is/are judged comparable in content and credits to Newton International College courses;
3. A grade of 2.0 or better was achieved.
4. The course(s) was/were completed within the last three years.

Although satisfaction of the aforementioned criteria is essential for the consideration of transfer credit, the school does not guarantee acceptance of transfer credit. Decisions regarding transfer credits approved by the applicable academic administrator are considered final.

Adjustment of Tuition

Tuition is pro-rated according to the amount of transfer of credit(s). The school does not charge any fee for granting transfer of credit.

Transfer Information for International Students

An international student looking to transfer into Newton International College from another institution within the United States must submit a completed International Student Transfer Eligibility Form. This form is available at the Office of Admissions, and the student must take the form to their previous institution for completion. The student's previous institution must verify that the student attended that institution full-time until the date of transfer. After the additional requirement is complete, Newton International College will issue a SEVIS I-20 form.

Articulation or Transfer Agreement

Newton International College has not entered into an articulation or transfer agreement with any other vocational school, college or university and does not accept transfer credit from any institutions. The College does not award credit for prior experiential learning, examinations or achievement tests.

Policies and Regulations

Statement of Non-Discrimination

The school is dedicated to respecting, integrating, and celebrating students' diverse cultures into all aspects of campus life. The school maintains a professional and safe environment where students are free to express and share their unique backgrounds and experiences.

The school does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran, or military service status, age, or disability. The school complies with all local, state, and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to an Admission Officer who will provide students with procedures for filing informal and formal student complaints.

Attendance Policy

Department of Homeland Security mandates that international students maintain a class schedule of 18 clock hours per week. Attendance will be taken at the beginning of every class. To successfully complete a course, absences must not exceed 20% of the total number of classes.

Absences will be considered unexcused unless students have an unforeseen emergency, inform the instructor of the emergency, and attend a Make-Up Day to fully complete any work they missed. Two Make-Up Days will be scheduled by the school per session.

Tardiness and Early Departures

Tardiness is being more than fifteen minutes late for a class; leaving class early is leaving 15 minutes prior to the end of class. Three incidents of either tardiness or leaving class early without a legitimate excuse will be considered an absence. In addition, students may be marked tardy if they do not return on time from the scheduled breaks. Missing an hour or more of class due to tardiness, leaving early or extended breaks will be marked as an absence. Attendance will be reported to the office every week.

Attendance Probation

If a student does not have cumulative attendance of at least 80% at the end of any course, s/he will be placed on Attendance Probation for the next course. The student will be notified of his or her Attendance Probation status in writing. The student must meet with an Admission Officer and abide by the terms outlined in the Attendance Probation notice. At the end of the course on Attendance Probation, a student must be making progress toward meeting the 80% cumulative attendance requirement. After no more than four courses on Attendance Probation, a student must meet the 80% cumulative attendance requirement. Failure to do so may result in termination from the school.

Make-Up Hours

Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled Clock Hours. Only time spent on instructor-approved work will count as

make-up hours. Such activities may include completing class exercises or other course-related assignments. A student may make up no more than two days.

Consecutive Absences

A student who is absent for fourteen consecutive calendar days without an approved leave of absence will be automatically dropped from the course and be placed on attendance probation for the next course.

Leave Of Absence Policy

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. For international students, the school will grant leave of absence as long as the periods requested are in compliance with the regulations of the Department of Homeland Security, and sound educational and professional practice. In general, students should comply with the following leave of absence regulations:

1. Student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence, and is absent for fourteen consecutive calendar days, s/he will be automatically dropped from the course and be placed on attendance probation for the next course.
2. The leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
3. The student must sign and date the Leave of Absence Request (available at the Office of Admissions) and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
5. The student will receive a copy of the school's approval of his/her Leave of Absence Request if granted.
6. There are no additional charges as a result of the leave of absence.

Standards of Student Conduct and Discipline Policy

Newton International College reserves the right to suspend or terminate any student whose attendance, academic or financial standing, or personal behavior does not comply with established standards and regulations.

The standards of student conduct and disciplinary action were drawn in compliance with Sections 66300, 66301, 760303, 76033, 76034 and 76036 of the California Education Code. Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s). Student conduct must conform to the regulations and procedures of Newton International College. Pursuant to the California Education Code, a student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student. Misconduct, which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of school personnel or violating the rights of other students.
2. Failure to identify oneself when requested to do so by school personnel acting in the performance of their duties.
3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
4. Dishonesty, forgery, alteration, misuse or unauthorized use/distribution (including copyright infringement) of documents, materials, records, or identification, or knowingly furnishing false information to the school.
5. Misrepresentation of oneself.
6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the school community, whether on or off school property.
7. Willful misconduct which results in injury or death to a student or to school personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the school.
8. Unauthorized entry into, unauthorized use of, or misuse of property of the school.
9. Stealing or attempting to steal the school property or private property on the school premises, or knowingly receiving stolen property of the school or stolen private property on school premises.
10. Causing or attempting to cause damage to school property.
11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on school property, or at a school function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by school regulation.
13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on school property, or at a school function.
14. Engaging in lewd, indecent, or obscene behavior on school property, or at a school function.
15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the school, or while on school property or at school-sponsored activities.
16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a school official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by school policies and procedures.
19. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or school employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on school property.
22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his/her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on school property, or the violation of the lawful administrative procedures of the school, or the substantial disruption of the orderly operation of the school.
25. Use of the school's computer systems or electronic communication systems and services for any purpose other than course work, or for any act constituting cause for disciplinary action as provided in this policy.

Summary Suspension Policy

When serious violations of school regulation or procedures occur as a result of inappropriate student conduct, the school shall take immediate action (summary suspension) to resolve the problem. The action may occur as follows:

1. Removal from Class: the involuntary removal of a student from class by an instructor for a maximum period of two consecutive class sessions.
2. Removal from Facility: the involuntary removal of a student by an administrator from the school facility, or facility under the control of the school for a maximum period of two consecutive days.
3. Withdrawal of Consent to Remain on Campus: withdrawal of consent by the President or the President's designee for a student or other person to remain on the school campus in accordance with California Penal Code section 626.4 where the school's President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus.

Definitions

1. Expulsion: the involuntary removal of a student from the school.

2. **Formal Complaint:** this procedure is recommended for general serious or ongoing complaints or concerns regarding Newton International College faculty, staff, services, instruction and/or classes. Any and all should be addressed as soon as the issue arises.
3. **Informal Hearing:** a meeting between the student and the school's President or designee in accordance with administrative procedures to discuss the charges and provide the student with the opportunity to respond to the charges orally, or in writing.
4. **Informal Complaint:** informal concerns of a non-serious nature may be reported to any appropriate school official. Such complaints will be reviewed and considered; however, no formal response will be provided.
5. **Suspension:** the involuntary removal of a student for good cause from one or more classes or from the school by the President or designee for a limited period of time, which can be short-term or long-term suspension (up to ten consecutive days).
6. **Removal from Class:** the involuntary removal of a student from class by an Instructor for a maximum period of two consecutive classes.
7. **Removal from Facility:** the involuntary removal of a student from the school facility for a maximum period of two consecutive days.
8. **Disciplinary Probation:** a status between good standing and suspension or expulsion. It covers a stated trial period and disciplinary conditions required of the student. At the end of the trial period, it shall be determined, based on whether or not the probationary conditions have been met, if the student is to be returned to good standing, suspended, recommended for expulsion, or subject to other disciplinary action.
9. **Formal Reprimand:** written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A formal reprimand becomes part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.
10. **Informal Reprimand:** an oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that an informal reprimand has been issued may be retained as part of a student's record for a period of up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention. It is the student's responsibility to request that the record be removed upon expiration of the period of retention.
11. **Withdrawal of Consent to Remain on Campus:** withdrawal of consent by the President or the President's designee for a student or other person to remain on a College campus in accordance with California Penal Code section 626.4 where the school's President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus.

Student Complaint Policy

Informal

The student shall resolve the issue directly with the faculty or staff member directly involved. If a student is uncomfortable speaking to the faculty or staff member, s/he has the right to have someone accompany them throughout the process.

Formal

1. It is the student's responsibility to initiate the process. The school has a legal responsibility to deal directly with the student. Formal Complaint forms will be available in the Office of Admissions.
2. The student should submit the completed Formal Complaint form.
3. The student should set up an appointment with the President or designee.
4. After the receipt of the Formal Complaint and the meeting with the student, the President or designee will notify the student in writing of the school's response and proposed resolution to his/her Formal Complaint.
5. If the student wishes to remain anonymous, the student still must fill out all other portions of the Formal Complaint form with at least an e-mail address where the school can send a written response and proposed resolution.

Copyright Infringement Policy

The copyright policy of Newton International College affirms our commitment to comply with the United States law pertaining to copyright; to respect faithfully the property rights of authors and their assignees; to educate members of the campus communities about copyright law; and to exercise vigorously the rights and responsibilities granted under this law.

We are committed to fostering an environment of respect for and responsible use of the intellectual property of others. The school is committed to helping members of the community comply with copyright laws by providing resources to help individuals make informed, careful, and situation-sensitive decisions about the lawful and fair use of work created by others.

When considering the copying of any original work, determine whether:

- The work is protected by copyright;
- The work is available under a license agreement; or
- Whether the intended use qualifies as a fair use, as defined in 17 USC §107.
- If the intended use is not a fair use, then seek permission from the copyright owner.

This policy applies to all associates, faculty, and students of the school.

1. Compliance with Copyright Laws

The school expects all associates, faculty, and students to make a reasonable effort in good faith to comply with copyright laws in their use of copyrighted materials.

2. Fair Use of Copyrighted Works

The school encourages associates, faculty, and students to assess whether the "fair use" exception to the exclusive rights of copyright owners may apply. Before relying on the fair use exception, associates, faculty, and students should educate themselves regarding the limits of fair use and should, in each instance, perform a careful, good faith fair use analysis based on the four factors identified in Section 107 of the federal Copyright Act. If there is any ambiguity about the categorization of fair use, you must seek guidance from Legal Counsel. You are required to document your fair use analyses as a defense against claims of copyright infringement.

3. Violation of Copyright Laws and Disciplinary Procedures

Upon obtaining knowledge that material residing on its systems or networks is infringing or that its systems or networks are being used for infringing activities (or upon becoming aware of circumstances from which infringing activity is apparent), the school will act expeditiously to remove or disable access to the infringing materials and may deny the individuals responsible further access to its systems or networks. In addition, students, staff or faculty who willfully disregard or violate copyright law may be subject to disciplinary action in accordance with applicable disciplinary policies and procedures up to, and including termination of employment or student dismissal from the institution.

4. Criminal and Civil Penalties

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For “willful” infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Extracurricular Activities Policy

All extracurricular activities, including but not limited to field trips or College-sponsored student life events, must be pre-approved by the President at least two weeks prior to the anticipated date of the event. The extracurricular activities form is available at the Office of Admissions. The field trip must be related to the course content, syllabus and objective, and must be in sound educational and professional practice.

Newton International College assumes no responsibility for any loss or damage to personal property or for any personal injury to students or faculty during any and all extracurricular activities.

Enrollment Agreement and Catalog Update Policy

Newton International College employs admission officers who are fluent in at least one of the following languages: Korean, Japanese, Thai, or Vietnamese; and the school conducts recruitment in these languages. For a student whose primary language is Korean, Japanese, Thai or Vietnamese, an Admission Officer shall provide a clear explanation of the terms and conditions of the Enrollment Agreement and the Catalog, including the Cancellation and Refund Policies, in Korean, Japanese, Thai or Vietnamese; and the Enrollment Agreement is

also available in those languages. For a student whose primary language is not any of those languages, and is not English, Newton International College will send the Enrollment Agreement to be professionally translated into the primary language of the student. This may delay the student's enrollment process between 7-14 days.

The school will provide an updated school catalog annually. 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 shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Satisfactory Academic Progress Policy

Program Completion Requirements

1. Achieve an average grade of 70% or better in the program.
2. Achieve a minimum grade of 60% or better in each course.
3. Abide by the attendance policy requirements.
4. Proceed through the course at a pace that leads to completion within prescribed program length or maximum allowable program length (within 150% of the published program length).
5. Be in good financial standing with the school.

Evaluations and Examinations

Instructors are expected to provide a minimum of two examinations (mid-term and final) per course session.

Grades and Grade Point Average

Grades are based upon the quality of work performed in a course offered for credit. The value of each grade and its interpretation is as follows:

Letter grade	Numerical Grade	Points	Interpretation
A	90 - 100	4.0	Excellent
B	80 - 89	3.0	Good
C	70 - 79	2.0	Satisfactory
D	60 - 69	1.0	Passing
F	59 or below	0.0	Failing
I		0.0	Incomplete
W		0.0	Withdrawal

The grade point average (GPA) is computed by totaling all of the grade points received and dividing this amount by the number of courses taken.

Measure of Course Work

Newton International College measures academic progress in terms of clock hours or semester units, which are defined as follows:

$$15 \text{ Clock Hours} = 1.0 \text{ Semester Unit}$$

The student's Official Transcript from the school will be measured in Semester Units.

Academic Probation and Dismissal Policy

In accordance with State regulations, the following probation and dismissal policy has been established. The primary purpose is to assure that a student is making progress toward an educational objective and to alert the student and the school of the possible need for special counseling and/or services.

Academic Probation

A student whose cumulative grade point average falls below 2.0 will be placed on academic probation. The student will be notified of his or her Academic Probation status in writing. The student must meet with an Admission Officer and abide by the terms outlined in the Academic Probation notice. At the end of the course on Academic Probation, a student must be making progress toward meeting the minimum 2.0 grade point average requirement. Failure to do so may result in termination from the school. After no more than three courses on Academic Probation, a student must meet the minimum 2.0 grade point average requirement, or s/he will be dismissed from school.

Petitions and Appeals

Petitions for extenuating circumstances and general appeals that relate to policies on admissions, readmission after academic dismissal, graduation requirements, grades and credit, repetition of courses, academic renewal, or withdrawals, etc., should be directed to the Office of Admissions.

To make such a petition, a student must complete a Petition form available at the Office of Admissions. The student must write a definitive statement as to why s/he failed to meet the Student Academic Progress policies of the school and what has changed in the student's situation that will allow him/her to meet the Student Academic Progress policies at the end of the next SAP evaluation with substantiating documents.

The student must file the petition within 30 days of the circumstances that caused the need for a petition. The Office of Admissions and President will convene to review petitions as the need arises. The school will take no longer than 14 days to decide on its decision of the student's petition and notify the student in writing of its decision. Before the school may grant any petition, the school will require the student to make a new Student Education Program Plan (SEPP).

If a student previously received a "D" or "F" in a course, and repeats the same course and earns a higher letter grade, the student may file an Appeals Petition (Request to Exclude "D" or "F" Grade). On repetition, the highest grade earned will count toward the grade point average and the remaining grade(s) will be discounted or forgiven.

The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history. The former grade(s) are not removed from the permanent record, but are noted and subtracted from the cumulative grade point average. (The school can provide no assurance that repeated courses will be treated in this way by other institutions.) Appeals Petition (Request to exclude "D" or "F" Grade) can be obtained in the Office of Admissions.

Readmission Policy

A continuing student who has been dismissed because s/he failed to meet SAP policy may be considered for re-admission provided the student files a Petition for Re-admission available at the Office of Admissions. After the petition is reviewed by the Office of Admissions and President, the student will be notified in writing of the school's decision.

A student who is readmitted will be placed on readmission probation. Readmission probation is the status assigned to a student after s/he fails to meet SAP policy and successfully appeals. The readmission probation will be for one session. A student on readmission probation shall be required to maintain both a grade point average of at least 2.0 during the probationary session. Failure to maintain a minimum of a 2.0 grade point average during the probationary session after re-admission may lead to permanent dismissal from the school. Prior to starting the probationary session after re-admission, the student will be required to meet with an Admission Officer to update and/or start a new Student Education Program Plan (SEPP), i.e., an academic plan, to ensure that the student is able to meet the school's SAP policy within the probationary session. The student will also be required to meet with an Admission Officer or Student Services officer halfway into the probationary session to monitor progress and compliance with the student's SEPP.

Course Withdrawals and Incomplete Grades

To withdraw from a course, a student must complete a Course Withdrawal Form to the Office of Admissions for processing. The request must be approved by an Admission Officer. To withdraw from a course without any notation on the student's transcript, i.e. a grade of "W" for the withdrawn course, the student must submit the Course Withdrawal Form within seven days after the first class of the session. A student will be granted a maximum of one course withdrawal per enrolled program.

The Department of Homeland Security mandates that international students must maintain a class schedule of 18 clock hours per week. Therefore, the school will not allow an international student to withdrawal from a course if this lowers their class schedule to below 18 clock hours per week unless the international student obtains pre-approval from the Department of Homeland Security and shows substantiating documentation of the pre-approval.

If a student who receives an incomplete grade or a grade of "I" for a course, the student will have to repeat the course before s/he is allowed to enroll in any other courses within that program.

Student Services

Office of Admissions Hours

8:30 a.m. to 6:00 p.m. (Monday through Friday)

Housing

The College does not provide housing or dormitory facilities for students. If a student needs assistance finding housing, an Admission Officer or Student Services Officer is available to

guide the student through various options. Students are encouraged to apply for housing as early as possible. The Housing Information Sheet available at the Office of Admissions lists information and referrals to reasonably priced housing options that are nearby the school campuses. Housing near the schools may be available. Housing in the Garden Grove, CA area costs approximately \$700 to \$1500 per month. Housing in the Los Angeles area costs approximately \$1100 to \$1600 per month. Students should apply no later than four (4) weeks prior to the start of their programs. No endorsement or evaluation of the housing options is intended. Newton International College has no responsibility to find or assist a student in finding housing.

Student Counseling

Academic Counseling

Students are required to meet with an Admission Officer to develop their Student Educational Program Plan (SEPP). This is done concurrent with the student's enrollment. Students are to meet with an Admission Officer every re-enrollment period to update their SEPP and to ensure they are staying on track with their academic progress and goals. The school will periodically contact students to update their SEPP based on a case-by-case analysis. Academic counseling is also available for students seeking answers to general questions, such as school policies and procedures, program requirements, prerequisites, course offerings, services, transferability of courses, etc. Students are to schedule academic counseling appointments in advance with the Office of Admissions.

Professional Development Counseling

For Dental Laboratory Technology students, the school receives job placement requests from local dental laboratories. These dental laboratory technician job opportunities are posted on the student bulletin in front of the Office of Admissions. The school also offers a list of local dental laboratories that have hired Newton International College DLT graduates in the past.

Personal Assistance

For those international students who are going through any personal dilemma due to homesickness or lack of adjustment to the United States, our friendly staff is culturally attuned to their needs and concerns, and offer assistance via introduction to other Newton International College international students or alumni. Further, the staff assists international students in obtaining a change of status, transfer, or reinstatement.

Library and Other Student Learning Resources

Overview

Newton International College ("the College") maintains a library at its campus. The library shall be maintained in respect to the California Code of Regulations (CCR) section 71740, which describes the minimum Learning Resource requirements for an institution offering a degree. All active students may make use of the library during normal business hours. The library is unavailable between sessions.

Reference Works

The College provides an assortment of books on a variety of subjects including, but not limited to, those related to all classes and subjects offered. At least one copy of the main textbook for each current class, and many previous classes, is made available at the library in addition to other related texts for students to peruse. Students may not check out the textbooks for the current session. All other books are made available for checkout during normal business hours.

Periodicals

In addition to books, an assortment of periodicals is available to students for perusal. The periodicals are not available for checkout. Periodicals are primarily related to the degrees offered at the College and may be occasionally required by classes for research purposes, but additional periodicals in other subjects may be available for entertainment or self-enrichment purposes.

Media

Audio CDs that accompany textbooks currently in use are available in the library for student use on campus. Audio CDs may not be checked out.

Equipment

Each library furnishes one or more CD players for students to use. The CD players are for academic purposes only and may not be used for personal use (e.g., music). At least one computer dedicated to academic research is available at each library. These computers contain tutorials, digital versions of books, and web browser access to the internet where additional research may be carried out. Programs being utilized in current classes will also be available for use alongside the tutorials. Students may also use the library computer to complete assignments given to them. Students may save their work on a USB drive only. Local saves of student activities are prohibited and the College is not responsible for lost data.

Checkout Policy

Students may check out books for the duration of the current session. Library checkout forms are available in the admissions office of each location. The following items are not available for checkout: Audio CDs, textbooks for the current session, periodicals or any pieces of equipment. The student is responsible for all items that are checked out and may be subject to a fine up to the value of the item checked out and all shipping fees at the discretion of the College.

Tuition Fees and Costs

Program	Minimum Enrollment Hours	Minimum Enrollment Tuition Costs	Entire Program Hours	Entire Program Tuition Costs	STRF Fees
ESL 100	240	\$1,800	720	\$5,400	\$0
ESL 200	240	\$1,800	720	\$5,400	\$0
ESL 300	240	\$1,800	720	\$5,400	\$0
ESL 400	240	\$1,800	720	\$5,400	\$0

TUITION, FEES & COSTS

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS

LEVEL: ESL 100 ESL 200 ESL 300 ESL 400

Tuition:

- \$1,800.00 for 240 Clock Hours
 \$3,600.00 for 480 Clock Hours
 \$5,400.00 for 720 Clock Hours

Fees:

- Registration Fee:** \$100.00 (Non-refundable)
 Mailing Fee \$60.00 (Non-refundable)
 Books & Supplies: \$ _____ (Non-refundable if used)
 Student ID Card Fee: \$15.00 (Non-refundable)
 Student Tuition Recovery Fund Fee* (\$0 per \$1000.00 of institutional charges; non-refundable)

=Total Amount Due: \$ _____

ACCEPTABLE METHODS OF PAYMENT

Newton International College accepts cash, personal check, money order, and/or all major credit cards (Visa, MasterCard, American Express). Checks payable to Newton International College.

PAYMENT

PAYMENT IN FULL

- Student has paid the Total Amount Due in full on _____ / _____ / _____.
Date

Method of Payment:

- Cash
 Check/Money Order
 Credit Card (check one): Visa MasterCard American Express

INSTALLMENT PAYMENT PLAN

Payment Plan: Student must make a minimum tuition deposit of \$450.00.
Student must make a monthly minimum payment of \$300.00

Student has made a Tuition Deposit of \$ _____ on ____ / ____ / ____.
Date

Method of Payment:

- Cash
- Check/Money Order
- Credit Card (check one): Visa MasterCard American Express

Student has an outstanding balance of \$ _____ which will be paid to Newton International College in an acceptable method of payment.

Payments will be made on the dates scheduled below:

\$ _____	_____ / _____ / _____	\$ _____	_____ / _____ / _____
	Date		Date
\$ _____	_____ / _____ / _____	\$ _____	_____ / _____ / _____
	Date		Date
\$ _____	_____ / _____ / _____	\$ _____	_____ / _____ / _____
	Date		Date

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

The estimated total charges for the entire educational program for English as a Second Language (ESL 100, 200, 300, or 400) will vary depending on the ability of the student. In other words, a student may need anywhere from 240 Clock Hours to 1080 Clock Hours (150% Completion) to complete an ESL program. Thus, the total charges may be as little as \$1800.00 for 240 Clock Hours to \$8100.00 for 1080 Clock Hours (when calculated as \$7.50 per Clock Hour).

Delinquent Tuition and/or Any Monies Owed

A student must maintain good financial standing with the school at all times during their enrollment. If a student fails to pay any outstanding balance tuition and/or any monies owed to the school, the student will not be allowed to attend class until the outstanding balance is paid in full. The student has 60 days or one session, whichever is longer, to pay the outstanding balance. After this period, the school will terminate the student’s enrollment if the outstanding balance is still not paid, and will contact the collection agency for monies owed.

Cancellation and Refund Policy (Student’s Right to Cancel)

1. 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. If cancellation is made during this period, the school shall refund 100 percent of the amount paid for institutional charges, less non-refundable fees and/or any non-returned school property or equipment.
2. A student has a right to a refund for unearned institutional charges if the student cancels an Enrollment Agreement or withdraws during a period of attendance. A student may withdraw/cancel the Enrollment Agreement even after the seventh day but not after 60 percent of the course has been completed. The refund policy for

students who have completed 60 percent or less of the course shall be a pro rata refund less non-refundable fees and/or any non-returned school property or equipment.

3. A Notice of Withdrawal/Cancellation form is available in the Office of Admissions. A student must complete this form to withdraw/cancel his or her Enrollment Agreement and receive a refund.
4. The school will issue refunds in the original method of payment within 30 days of a student's cancellation or withdrawal. Please note that an individual's credit card company has varying processing times for credit refunds.
5. If a student is in possession of any school property or equipment, the student must return it within ten (10) days of the date the student submits a Notice of Withdrawal/Cancellation form to the Office of Admissions. If the student does not return school property or equipment within this 10-day period, the school may deduct the cost of the school property or equipment from the student's refund.
6. If a student is rejected by the school, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.
7. If the school cancels a program subsequent to a student's enrollment, the school will refund all monies paid by the student.
8. The school will not make refunds to students who are terminated due to violation(s) of the school's disciplinary or attendance policies and/or local, state or federal law.

If a student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Student Tuition Recovery Fund (STRF) Disclosures

Purpose of the Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are or were residents of California, or were enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE).

Students Responsibilities

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 permanent resident or an international student, 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.

Students Rights

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, as stated in the California code of Regulations:

1. The closure of the institution.
2. The institution's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution.
3. The institution'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 institution prior to closure in excess of tuition and other costs.
4. A significant decline in the quality or value of the educational program within the 30-day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree that results in the institution's failure to meet the minimum operating or academic standards.
5. The student's inability to collect a judgment entered against a qualifying institution for a violation of the Act.

Requirements for Filing a Claim Against the STRF

For more information about filing a claim against the STRF, you can contact the BPPE by calling their toll-free number (888) 370-7589 or visiting their website www.bppe.ca.gov.

** STRF January 2015 Update*

Effective January 1st, 2015, the Student Tuition Recovery Fund (STRF) assessment rate has changed from fifty cents (\$.50) per one thousand dollar (\$1000) of school charges to zero (\$0). Although schools will no longer be collecting STRF assessments, school will still be required to maintain all back-up documentation for STRF and submit STRF Assessment Reporting Forms quarterly.

Records

The following are the school policies relating to the Family Educational Rights and Privacy Act of 1974, Public Law P.L. 93-380, and Chapter 816, Statutes of 1975, State of California.

Access to Education Records

All students have the right to inspect and review their records. A student who follows the established procedure of the Office of Admissions shall be granted access to his/her records within 15 days of the request.

Procedure for a Student's Access to Records

A student may review his/her records upon appropriate identification and in conference with an Admission Officer or a Student Services Officer.

A former student may request in writing a review of his/her records. The request should be directed to the Office of Admissions.

Transcripts

A student may obtain an Official Transcript by completing a Transcript Request form available at the Office of Admissions, and accompanying it with the required Transcript Fee of \$8.00.

A former student may request a Transcript Request form be mailed or e-mailed to them by the Office of Admissions. Transcripts are kept permanently.

Release of Education Records Information

Any release of a student's education records, with the exception of the situations described under the Directly Information section, must be with the student's written consent or request.

Directory Information

In accordance with the Federal Family Educational Rights and Privacy Act of 1974 and the California Educational Code, the school will make public upon request and without student consent certain "directory information." This information consists of the following: a student's name; city of residence; major field of study; participation in officially recognized activities and sports; if a member of an athletic team, weight, height and age; dates of attendance; degree and awards received; and the most recent previous educational institution attended by the student. Any student desiring to withhold directory information and who did not indicate such at the time of admission to the school may submit a written request to the Office of Admissions.

The school is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student's permission. In addition, the school is required to release information to the U.S. Department of Education and the Federal Internal Revenue Service's regarding fees paid and financial aid received based on the Hope and Opportunity for Postsecondary Education Act of 1997.

Without the student's written consent and upon authorization of the Director of Admissions or his/her designee, the school may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

1. Authorized representatives of the Controller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees of the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law provided that, except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation and enforcement of federal legal requirements.
2. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to Nov. 19, 1974.
3. Officials of other public or private schools or school systems, including local county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students.
4. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.
5. Accrediting organizations in order to carry out their accrediting functions.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which it is collected.
7. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons or subject to such regulations as may be issued by the Secretary of Education.
8. Those who have obtained a subpoena or judicial order. The student is given notice by mail of the school's compliance with the order.

Retention of Student Records

The school will maintain an access list which includes the identity of persons who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access.

The access list is not required of College personnel. The College retains physical student records for a minimum of five years. Transcripts and digital copies of student records are kept permanently.

Transfer of Information by Third Parties

Education records or personal information transferred to a third party will include a notice that such party shall not permit access by any other party without the written consent of the student.

Notice of Students' Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special

letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#):

- (800) 877-8339 TTY / ASCII (American Standard Code For Information Interchange)
- (877) 877-6280 VCO (Voice Carry Over)
- (877) 877-8982 Speech-to-Speech
- (800) 845-6136 Spanish
- (866) 377-8642 Voice
- (866) 893-8340 TeleBraille
- (800) 877-0996 Customer Service (Voice/TTY, ASCII and Spanish)

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Students will be informed annually of their rights under the Family Educational Rights and Privacy Act of 1974, through the school's catalog.

Programs

Certificate Programs

English as a Second Language (ESL)

Program Completion

Each English as a Second Language (ESL) Program (100, 200, 300, 400) has varying completion times depending on student ability. Students may need anywhere from 240 Clock Hours to 720 Clock Hours to complete an ESL Program. However, the maximum time frame in which a student must complete an ESL program may not exceed 150% of 720 Clock Hours, i.e., 1080 Clock Hours.

English as a Second Language (ESL) 100

Program Length: 240 to 720 Clock Hours (16 to 48 Semester Units)

150% Completion: 1080 Clock Hours

Maximum Number of Students Per Lecture: 30 students

Maximum Student to Teacher Ratio: 30 students for every instructor

Type of Credential: Certificate

Language of Instruction: English Only

Program Description and Objective:

English as a Second Language (ESL) programs are non-vocational and are designed for individual development. ESL students must take a placement test to determine their skill level prior to enrollment.

The ESL 100 Series Program is designed for high beginning non-native speakers of English. The purpose of the courses in this of the program is to develop all four language skills—speaking, listening, reading and writing—with an emphasis on building students' confidence in basic oral expression, strengthening their listening comprehension, and expanding their knowledge and usage of basic grammar forms (such as simple and progressive tenses, basic modals, adjectives and adverbs, and prepositions). The series will also focus on the acquisition of basic academic reading and writing skills and emphasize vocabulary expansion. Some topics will include: previewing, finding the main idea, simple outlining of simple and adapted reading texts, context clues, paragraph writing, basic organizational patterns, simple development modes, and monolingual dictionary use.

The completion of this program is calculated based on each student's ability, and the start date would be the first class of the enrolled period, and the completion date would be date the student obtains a certificate in the program. Although the total number of examinations will depend on the course and instructor, the school requires a minimum of two tests (mid-term and final) per session.

Code	Course Title	Clock Hours (Semester Units)
ESL 101-106	Beginning Speaking and Listening	30 Hours (2.0 Units)
ESL 107-112	Beginning Reading	30 Hours (2.0 Units)
ESL 113-118	Beginning Writing	30 Hours (2.0 Units)
ESL 119-124	Beginning English Grammar	30 Hours (2.0 Units)

Please note: The progressing code numbers of ESL 101-106, 107-112, 113-118, and 119-124 do not reflect any course advancement, but are indicative of the session start dates during the academic calendar year. In other words, ESL 101, 102, 103, 104, 105 and 106 are the same course, i.e. Beginning Speaking and Listening, but the only difference is that ESL 101 would start on the first session, in January; ESL 102 would start on the second session, in March; ESL 103 would start on the third session, in May; ESL 104 would start on the fourth session, in July; ESL 105 would start on the fifth session in September; ESL 106 would start on the sixth session in November. The clock hours and semester units for each course are the same, e.g. ESL 101 is 30 Clock Hours (2.0 units) as is ESL 102, 103, 104, 105, and 106. The same rationale applies to ESL 107-112, 113-118, and 119-124.

English as a Second Language (ESL) 200

Program Length: 240 to 720 Clock Hours (16 to 48 Semester Units)
150% Completion: 1080 Clock Hours

Maximum Number of Students Per Lecture: 30 students

Maximum Student to Teacher Ratio: 30 students for every instructor

Type of Credential: Certificate

Language of Instruction: English Only

Program Description and Objective:

English as a Second Language (ESL) programs are non-vocational and are designed for individual development. ESL students must take a placement test to determine their skill level prior to enrollment.

ESL 200 is designed for non-native speakers of English. Its purpose is to further develop students' speaking, listening, reading, writing, grammar and vocabulary skills. This program is designed to increase student knowledge and usage of complex verb tenses, sentence structure, and vocabulary, and to develop grammatical competency, reading comprehension, and writing skills at the paragraph level. The program strives to provide an interactive classroom setting designed to improve students' pronunciation and ability to speak and understand English in everyday and academic situations.

The completion of this program is calculated based on each student's ability, and the start date would be the first class of the enrolled period, and the completion date would be date the student obtains a certificate in the program. Although the total number of examinations will depend on the course and instructor, the school requires a minimum of two tests (mid-term and final) per session.

Code	Course Title	Clock Hours (Semester Units)
ESL 201-206	Intermediate Speaking and Listening	30 Hours (2.0 Units)
ESL 207-212	Intermediate Reading	30 Hours (2.0 Units)
ESL 213-218	Intermediate Writing	30 Hours (2.0 Units)
ESL 219-224	Intermediate English Grammar	30 Hours (2.0 Units)

Please note: The progressing code numbers of ESL 201-206, 207-212, 213-218, and 219-224 do not reflect any course advancement, but are indicative of the session start dates during the academic calendar year. In other words, ESL 201, 202, 203, 204, 205 and 206 are the same course, i.e. Intermediate Speaking and Listening, but the only difference is that ESL 201 would start on the first session, in January; ESL 202 would start on the second session, in March; ESL 203 would start on the third session, in May; ESL 204 would start on the fourth session, in July; ESL 205 would start on the fifth session in September; ESL 206 would start on the sixth session in November. The clock hours and semester units for each course are the same, e.g. ESL 201 is 30 Clock Hours (2.0 units) as is ESL 202, 203, 204, 205, and 206. The same rationale applies to ESL 207-212, 213-218, and 219-224.

English as a Second Language (ESL) 300

Program Length: 240 to 720 Clock Hours (16 to 48 Semester Units)

150% Completion: 1080 Clock Hours

Maximum Number of Students Per Lecture: 30 students

Maximum Student to Teacher Ratio: 30 students for every instructor

Type of Credential: Certificate

Language of Instruction: English Only

Program Description and Objective:

English as a Second Language (ESL) programs are non-vocational and are designed for individual development. ESL students must take a placement test to determine their skill level prior to enrollment.

ESL 300 is designed for non-native speakers of English, but who have an intermediate to advanced command of English. Its purpose is to improve students' speaking, listening, reading, writing, grammar and vocabulary skills, and to develop cognitive academic language proficiency for those students who desire to move onto institutions of higher education or professional careers requiring proficiency in English. The program further develops a student's reading skills like skimming and scanning, making inferences, and critical reading skills. The program also provides practice in critical thinking, expository essay writing, and basic research skills. The program strives to provide an interactive classroom setting designed to improve students' pronunciation and ability to speak and understand English in everyday and academic situations.

The completion of this program is calculated based on each student's ability, and the start date would be the first class of the enrolled period, and the completion date would be date the student obtains a certificate in the program. Although the total number of examinations will depend on the course and instructor, the school requires a minimum of two tests (mid-term and final) per session.

Code	Course Title	Clock Hours (Semester Units)
ESL 301-306	Advanced Speaking and Listening	30 Hours (2.0 Units)
ESL 307-312	Intermediate Reading	30 Hours (2.0 Units)
ESL 313-318	Intermediate Writing	30 Hours (2.0 Units)
ESL 319-324	Intermediate English Grammar	30 Hours (2.0 Units)

Please note: The progressing code numbers of ESL 301-306, 307-312, 313-318, and 319-324 do not reflect any course advancement, but are indicative of the session start dates during the academic calendar year. In other words, ESL 301, 302, 303, 304, 305 and 306 are the same course, i.e. Advanced Speaking and Listening, but the only difference is that ESL 301 would start on the first session, in January; ESL 302 would start on the second session, in March; ESL 303 would start on the third session, in May; ESL 304 would start on the fourth session, in July; ESL 305 would start on the fifth session in September; ESL 306 would start on the sixth session in November. The clock hours and semester units for each course are the same, e.g. ESL 301 is 30 Clock Hours (2.0 units) as is ESL 302, 303, 304, 305, and 306. The same rationale applies to ESL 307-312, 313-318, and 319-324.

English as a Second Language (ESL) 400

Program Length: 240 to 720 Clock Hours (16 to 48 Semester Units)

150% Completion: 1080 Clock Hours

Maximum Number of Students Per Lecture: 30 students

Maximum Student to Teacher Ratio: 30 students for every instructor

Type of Credential: Certificate

Language of Instruction: English Only

Program Description and Objective:

English as a Second Language (ESL) programs are non-vocational and are designed for individual development. ESL students must take a placement test to determine their skill level prior to enrollment.

This program is specifically designed to familiarize the student with the TOEFL structure and to help students to prepare for the Test of English as Foreign Language (TOEFL®) by building the skills needed to perform satisfactorily on the test and in a higher education setting. However, this program is also broadly designed to facilitate the continuance of a student's educational pursuits and to enhance his/her personal and professional advancement potential. Thus, some students may elect to take this course for their personal enrichment or the benefit of their academic work in general regardless of their intent to take the TOEFL® test.

The program is divided into four sections, following the TOEFL format: (1) Reading, (2) Listening, (3) Speaking, and (4) Writing. Some of the topics covered include: using context clues to understand vocabulary; making inferences; categorizing information from a written text; identifying main ideas, identifying details and pragmatic information in a spoken and written text; explaining relationships between written and spoken texts orally and in writing, and expressing opinions and supporting them in a written and oral form. This program will also help students to refine their pronunciation and grammar skills, and to expand their vocabulary.

The completion of this program is calculated based on each student's enrolled period, whether that is for two sessions, four sessions, etc. (based on the student's ability), and the start date would be the first class of the enrolled period, and the completion date would be the last class of the enrolled period.

Code	Course Title	Clock Hours (Semester Units)
ESL 301-306	Listening Comprehension for the TOEFL	30 Hours (2.0 Units)
ESL 307-312	Reading Comprehension for the TOEFL	30 Hours (2.0 Units)
ESL 313-318	Essay Writing for the TOEFL	30 Hours (2.0 Units)
ESL 319-324	Speaking for the TOEFL	30 Hours (2.0 Units)

Please note: The progressing code numbers of ESL 401-406, 407-412, 413-418, and 419-424 do not reflect any course advancement, but are indicative of the session start dates during the academic calendar year. In other words, ESL 401, 402, 403, 404, 405 and 406 are the same course, i.e. Listening Comprehension for the TOEFL, but the only difference is that ESL 401 would start on the first session, in January; ESL 402 would start on the second session, in March; ESL 403 would start on the third session, in May; ESL 404 would start on the fourth session, in July; ESL 405 would start on the fifth session in September; ESL 406 would start on the sixth session in November. The clock hours and semester units for each course are the same, e.g. ESL 401 is 30 Clock Hours (2.0 units) as is ESL 402, 403, 404, 405, and 406. The same rationale applies to ESL 407-412, 413-418, and 419-424.

Course Descriptions

English as a Second Language (ESL) Programs

ESL 101-106 Beginning Speaking and Listening 30 Clock Hours (4.0 Units)

Development of basic communication skills for everyday life in the United States. An introduction to American speech sounds, and basic stress and intonation patterns. A study of selected suffix endings, speech mechanism, and the phonetic alphabet. Listening and conversation practice around daily topics. Practice in basic oral communication functions as well as beginning academic listening and speaking skills. Designed to develop basic pronunciation, to establish better control of language, and to build confidence in simple oral expression.

ESL 107-112 Beginning Reading 30 Clock Hours (4.0 Units)

Introduction to sentence structure, basic vocabulary building, word attack skills, and reading techniques.

ESL 113-118 Beginning Writing 30 Clock Hours (4.0 Units)

Practice writing sentence structures. Topics include spelling, punctuation, vocabulary development, and basic English writing conventions. Instruction on word families, idioms, prefixes and suffixes, and dictionary use.

ESL 119-124 Beginning English Grammar 30 Clock Hours (4.0 Units)

Introduction to sentence structure, word order, parts of speech, knowledge and usage of verb tenses, coordination, and other grammatical topics. Develop grammatical accuracy in listening, speaking, reading, and writing.

ESL 201-106 Intermediate Listening and Speaking 30 Clock Hours (4.0 Units)

Improve comprehension and communication on a variety of everyday topics such as current events and American cultural and social issues. Listening activities to help students understand natural speech, and to enhance comprehension of conversations. Develop and practice techniques for greater composure and confidence in oral expression. Practice and use intermediate pronunciation skills and structure more style in oral language. Practice of American consonant blends and advanced stress and intonation patterns. Topics include vocabulary, idiomatic expressions, and grammatical patterns common to spoken English. Activities include oral reports, group and panel discussions, peer interviews, and class presentations.

ESL 419-424**Writing for the TOEFL®****30 Clock Hours (4.0 Units)**

The reading section of the TOEFL® is 50 minutes in length with 2 tasks, and consists of writing essay responses based on reading and listening tasks and supporting an opinion in writing. This course prepares for this portion through practice in organization of paragraphs and analysis of appropriate writing models. Students are given various topics and asked to write essay responses to those topics. Students will also edit sentences, paragraphs, letters, and short articles. They will learn to combine short sentences to form more sophisticated sentences, and rewrite paragraphs to improve focus and clarity.

ESL 407-412**Speaking for the TOEFL®****30 Clock Hours (4.0 Units)**

The speaking section of the TOEFL® is 20 minutes in length with 6 tasks, and consists of expressing an opinion on a familiar topic, and speaking based on reading and listening tasks. This course prepares for this portion through development of advanced speaking and listening skills for achieving academic goals. Tasks activities include oral reports, group and panel discussions, individual presentations, in-class and out-of-class interviews, and evaluations of lectures and media broadcasts. Both academic topics and popular culture topics will be used to build fluency in aural comprehension, spoken communication skills, and both didactic and cultural competency.