



**AOI COLLEGE
OF LANGUAGES**
Uniting The World Through Languages

2019 SCHOOL CATALOG

1/1/2019 - 12/31/2019



WWW.AOICOLLEGE.EDU

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This Catalog is reviewed and updated annually to ensure correct information and compliance with regulatory agencies.

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Enrollment Agreement Disclosure

In addition to Google-translated versions of our Enrollment Agreement, members of the Admission Staff are bi- and trilingual and will be able to translate the information contained in the School Catalog so that all students understand the contents.

ABOUT AOI COLLEGE OF LANGUAGES

Mission and Objectives

Mission:

The mission of AOI College of Languages is to provide intensive English language training to non-native English speaking students in a culturally diverse and supportive environment.

Educational Objectives:

- To create a student-centered learning environment where students are supported and guided
- To promote an effective and efficient system for standardized student learning outcomes
- To provide an educational setting that fosters an appreciation of American language and culture
- To attract and retain faculty and staff that help to enhance the school's student-centered, academic approach.

State of California Disclosure Statements:

AOI College of Languages is a private, educational institution and the school has been approved to operate by the Bureau for Private Postsecondary Education (BPPE). 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). Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

P.O. Box 980818 West Sacramento, CA 95798
Phone: (916) 431-6959 Toll Free: (888) 370-7589
Fax: (916) 263-1897

Web site: www.bppe.ca.gov
E-mail: bppe@dca.ca.gov

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

General Information

Facility and Equipment

AOI College of Languages, located on the second floor of 4040 Barranca Parkway Suite 290, Irvine, CA 92604, where all classes are taught, provides a pleasant academic environment with general-purpose classrooms, faculty room with computers, and administrative offices. The supplies and equipment that are available for use during instruction include the following: white boards, markers, flat screen TV, DVD and CD players, as well as materials provided by instructors and basic supplies.

Affiliations

AOI is affiliated with the Educational Testing Service (ETS) and administers the TOEIC® Test on its premises. AOI College of Languages is accredited by ACCET. AOI College of Languages is compliant with BPPE and certified by SEVP.



Administrative Staff

Our staff is as diverse as our student body, which makes them sensitive to the needs of all students. The staff helps students with all their needs by orienting them to their new surroundings and providing support and services whenever needed.

Yukari Aoi – Chief Executive Officer

-Academic Director

Vivian Kim – Director

Jie Liu – Student Advisor

-Academic Assistant

Sonia Sudo - Administrative Assistant

Faculty

AOI instructors have native English language fluency and a deep understanding of cultural diversity in the classroom. They all have Bachelor's degrees and many have completed or are currently working on their Master's in teaching English as a Second Language. Consequently, they are sensitive to the specific needs of foreign students and are able to provide them with a high quality of instruction in a friendly, intercultural classroom environment.

James Natale - Instructor

B.A. in English and Environmental Analysis and Design (Urban Planning), University of California, Irvine

Certification: TESOL

18 years of teaching experience

Charles Kim - TOEFL Instructor

B.A. in English with a double option in Literature and Creative Writing, California State University, Long Beach

Certification: in Teaching English to Speakers of Other Languages (CELTA), TOEFL Rater (ETS), IELTS Rater

21 years of teaching experience

Kali Veach – ESL Instructor

B.A. in English, University of California, Riverside

Khristel Diaz – ESL Instructor

B.A. in International Business, California State University, Fullerton

A.S. Business Administration/Accounting, Riverside Community College

2 years of teaching experience

William Banis – ESL Instructor

B.A. in Sociology, California State University, San Bernardino
Certification: TESOL

5 years of teaching experience

Sean Siegrist-

Admissions Policy and Procedures

F-1 Students

AOI is approved to issue the Form I-20 for F-1 (Student) Visas. F-1 Visa applicants must apply for a minimum of one 12-week Term.

Prospective students who require a Form I-20 for an F-1 Visa must submit the following documents to AOI by fax, mail, or email:

- Completed **AOI Application Form**
- \$150 non-refundable **Application Fee**
- Copy of **passport bio page** with photo and information
- \$100 non-refundable mailing fee
- Copy of High School **Graduation Certificate**, University Diploma or Transcript (in English)
- **Financial Certification** (i.e. Bank Statement), or proof of funds - in English - verifying that both tuition and living expenses will be met while attending AOI.

The balance of the Bank Statement for an F-1 Visa applicant should be at minimum:

- \$4,200 for 1 Term (12 weeks)
- \$8,400 for 2 Terms
- \$12,600 for 3 Terms
- \$16,800 for 4 Terms

F-1 (Student) Visa applicants with family members who might accompany them on an F-2 (Dependent) Visa must also provide financial documentation that they have the ability to pay not only for their own education and living expenses, but also for the living expenses of their dependents as well.

In addition to the above balance, the balance for each F-2 (Dependent) Visa holder should be at minimum:

- \$600 for 1 Term (12 weeks)
 - \$1,200 for 2 Terms
 - \$1,800 for 3 Terms
 - \$2,400 for 4 Terms
- In cases where the Financial Certification/Bank Statement is not in the F-1 (Student) Visa holder's name, an **Affidavit of Support** form or a **Letter of Support** from parents/sponsor is required, stating that those individuals will be responsible for the student's (and dependents') expenses during his/her stay. (The signatory on the Affidavit of Support and the name on the Bank Statement must match.)

After all required documents are received by AOI, the P/DSO issues the Form I-20 and mails it, along with AOI's Acceptance Letter, to the student. Upon request, AOI will also mail a receipt of the Form I-901.

After receiving the above documentation, the prospective student reviews the information on the I-20 Form for accuracy and applies for an F-1 visa at a U.S. Consulate/Embassy in their home country.

During registration, all students must sign the following documents:

- Enrollment Agreement
- School Performance Fact Sheet
- Field Trip and School Event Release from Liability Form

During registration, F-1 (Student) Visa holders must also provide copies of the following documents:

- Form I-94
- Form I-20
- F-1 (Student) Visa

Upon registering, all students:

- Receive an AOI College of Languages Catalog
- Take a Placement Test
- Attend a New Student Orientation

Applicants outside the U. S. are strongly advised to apply three to four months ahead of the class starting date to accommodate possible visa processing delays.

English as a Second Language

This institution offers English as Second Language (ESL) training.

English Proficiency Requirements

Most English language programs at AOI have no English proficiency requirements because we offer English language classes that range from Beginning to High Advanced levels. The following programs do have English proficiency requirements.

American Culture and Conversation

Students must have successfully achieved a minimum of Level 3 (Low Intermediate English) proficiency, unless approved by the Instructor and COA.

TOEFL - IELTS - TOEIC

Students must have successfully achieved a minimum of Level 4 (High Intermediate English) proficiency, unless approved by the Academic Director.

TEFL

Students must have successfully achieved a minimum of Level 5 (Advanced English) proficiency, unless approved by the Academic Director.

Student Code of Conduct Policy

Personal Conduct

Students attending AOI are expected to act with courtesy and consideration toward instructors, staff, and other students and to observe proper decorum and basic tenets of social conduct.

The following are not acceptable forms of behavior:

- Any type of dishonesty, including: cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and the alteration or use of institution identification documents with the intent to commit fraud.
- Intentional disruption or obstruction of teaching, administrative, disciplinary, or other school activities.
- Physical or verbal abuse or harassment of any kind on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- Using, possessing, or distributing alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of federal, state or local law on AOI premises or at AOI-sponsored functions.

Classroom Conduct

At AOI College, all enrolled students are expected to adhere to the following rules of conduct and behavior while they are in the classroom, in the office, interacting with fellow students, or interacting with faculty or staff:

- Speak English in the classroom
- Not sleep, use cell phones, send text messages or use social media during class time
- Not engage in behaviors that distract other students from learning. Examples of such behaviors include talking while the Instructor is talking or tending to personal grooming habits
- Actively participate in all class activities
- Arrive no later than 15 minutes after the beginning of class to receive attendance credit for that class period
- Be respectful by talking quietly in the hallways and not littering

AOI reserves the right to make the administrative and educational decisions as to whether the Student Code of Conduct has been violated. All cases will be reviewed on an individual basis by the Academic Director, and may result in verbal and/or written warnings, academic probation, or dismissal – as relevant.

Satisfactory Academic Progress (SAP) Policy

Each level of English at AOI is designed to be completed in (3) three four-week sessions, or twelve weeks total.

Each four-week session is a self-contained unit with its own assessment procedure including homework, quizzes, presentations and written assignments, as well as a session exam administered at the end of each session. To monitor satisfactory progress, students are evaluated throughout each four-week session using these assessment tools.

To maintain satisfactory academic progress, a student must maintain:

- a) a minimum cumulative GPA of 2.0 in each session, and
- b) a minimum of 80% cumulative attendance in each session.

A student who does not satisfy these minimum requirements for academic progress will meet with the Academic Director, at which time one of the following will take place:

i. Student signs a Learning Plan

If the student's GPA at the end of a particular four-week session is lower than the minimum 2.0 (or "C" grade), the student will meet with the Academic Director to discuss and then sign a Learning Plan, enumerating what the student needs to accomplish in order to reach and maintain SAP. Such a student might also be required to repeat the session where SAP was not maintained.

ii. Student signs an Academic Probation Plan of Action

If one of the following situations takes place:

- a) The student's GPA falls below the minimum 2.0 (or "C" grade) *and* that student's attendance is less than 80% at the end of a particular session,

OR

- b) The student has met with the Academic Director and signed a Learning Plan, but has subsequently not reached and/or maintained SAP for two consecutive four week sessions.

Such a student will meet with the Academic Director to discuss and sign an Academic Probation Plan of Action, delineating the elements that need to be improved/accomplished by the student in order for him/her to reach and maintain SAP. A student's F-1 visa remains active while on probation.

Upon request, the Academic Director can also assist the student in engaging tutoring services at the prevailing rates.

Should the student be on Academic Probation and fail to reach Satisfactory Academic Progress (SAP) for three (3) consecutive four-week sessions, AOI will terminate that student's enrollment. For students holding F-1 visas, this change of

Satisfactory Academic Progress (SAP) Policy Cont'

status will be entered into the student's SEVIS record, and the information provided to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

A student's maximum cumulative total length of language training cannot be more than 36 months.

Appeals

The student may submit a written appeal of his/her termination within five (5) calendar days of his/her receipt of the termination notice. The appeal must be accompanied by documentation of the mitigating events that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet the standards of satisfactory academic progress. The Academic Director will assess all appeals, and determine whether the student may be permitted to continue in school in Secondary Probationary Status, despite not meeting the satisfactory progress requirements previously. The student will be sent the written decision within ten (10) business days of AOI College of Language's receipt of the appeal. The decision by AOI College of Languages is final. Students reinstated upon appeal are in Secondary Probationary Status for the following term, during which time they must meet the terms and conditions set out in AOI College of Languages' written decision to reinstate the student, including the steps required to complete the program successfully as laid out in the Academic Plan. A student's F-1 visa remains active while on Secondary Probation. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the terms of the Academic Plan are not met, the student will be administratively terminated. For students holding F-1 visas, the change of status will be entered into the student's SEVIS record, and the information provided to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

Certificate of Completion

Upon fulfilling all academic, attendance and financial requirements, the student will be given a certificate displaying the dates of attendance and the highest level of English completed.

Student Services

Student Advising

AOI Student advisors offer advice and support to students who need help with their I-20/Visa status, their academic goals, and any other issues or questions that may affect their experience at our school.

Free Wi-Fi

AOI provides free Wi-Fi access to all students. We understand that free access to the internet is an important part of the learning environment as well as an important convenience for our students. Students can request the current Wi-Fi username and password from the Admissions Staff.

Tutoring/Private Lessons

Various tutoring options are offered to students subject to availability. These options are discussed with the instructors, subject to approval by the school official in order to determine the most suitable arrangement.

Accommodation

AOI does not operate a dormitory or other housing facilities. The available cost of housing located near AOI is estimated at \$1,400 - \$1,500 a month.

Activities

AOI field trips allow students to explore exciting locations and sample seasonal activities, while using English outside of the classroom. The field trips vary and include trips to local areas as well as the Orange County area, and more. AOI also hosts events and parties for students to enrich their cultural experience, especially around major holidays such as Thanksgiving, Christmas, Halloween and Valentine's Day. In addition, AOI organizes other school activities and events. AOI parties are a great way for students and Instructors to talk and have fun while learning about American culture.

The AOI newsletter is issued every session and is another way for students to learn about their school, the surrounding area and each other. It is authored by selected staff and Instructors, and includes contributions by students. The newsletter keeps students informed about field trips and American holidays, and includes a monthly calendar of many free and low-cost local events for students' convenience.

Public Library Information

Public libraries are open to all students during hours of operation. After signing up at the library, students may check out books and other media and return them in a timely manner. All students must comply with library procedures and rules. Computers and Internet access is available in most libraries.

Libraries closest to AOI Campus

University Park Library
4512 Sandburg Way, Irvine, CA 92612

Heritage Park Library
14361 Yale Avenue
Irvine, CA 92604

Hours of Operation

Monday to Thursday: 10:00am - 8:00pm
Friday to Sunday: 9:00am - 5:00pm

Medical Care Information

If you have an emergency, call 911. While the **Emergency Room** can help **care** for any medical situation, it can be very expensive. The **ER** may cost more than three times the average of a visit to the **urgent care**. In a non-life-threatening situation, you can most likely be treated at an **urgent care facility**.

Urgent Care closest to AOI Campus

HOAG Urgent Care Irvine – Woodbridge
4900 Barranca Parkway Suite 103
Irvine, CA 92604
949-791-3106

Hours of Operation

Monday to Sunday: 8:00am – 8:00pm

Programs

We recognize that our students come from diverse cultures and academic backgrounds and that every student has different strengths and weaknesses, focuses and needs. Consequently, our ESL classes are designed to teach English as well as familiarize students with American culture in a communicative and friendly classroom environment.

Program Descriptions

AOI College of Languages is an IEP (Intensive English Program) which offers instruction in the field of English as a Second Language (ESL) to non-native speakers of English at all levels of ability. AOI offers six levels of English language ability. New students take a Placement Test upon arrival and are placed in the level that best reflects their abilities based on the score they received for that test. The following programs are designed to meet the needs and educational goals of our students:

I. Standard Program

| 1,440 hours

The Standard program provides students with instruction in Listening, Speaking, Reading, Writing and Grammar. Students learn how to communicate in English accurately, while engaging in level-appropriate activities designed to help them increase their English language comprehension and fluency. This program contains 20 hours of instruction per week.

V. American Culture and Conversation

| 240 hours

The American Culture and Conversation program emphasizes communication fluency. The classes that make up this program – Pronunciation, Slang/Idioms and American Culture – help students improve their speaking and listening skills while providing insight into the customs and culture of the United States. This program is available to students who test into/reach level 3 (Low Intermediate) or higher. It offers a total of 20 hours per week of instruction.

VI. TOEFL (Test of English as a Foreign Language)

| 240 hours

The TOEFL test preparation program provides students with key skills and strategies which help them maximize their test-taking potential. This program uses up-to-date material and practice tests in order to improve test scores and allow students to fulfill the requirements for admission to the college or university of their choice. Placement in level 4 (High Intermediate) or higher is required for this course unless on the approval of the instructor, which offers a total of 20 hours of instruction per week.

VII. TEFL (Teaching English as a Foreign Language)

| 240 hours

The TEFL program provides students with a comprehensive methodology for teaching English as a Foreign Language, as well as giving them hands-on teaching practice. Students gain a thorough understanding of EFL/ESL teaching techniques and a sound knowledge of the communicative approach to teaching reading, writing, speaking, and listening skills to ESL learners. Placement in level 5 (Advanced) or above is required to take this course, unless on the approval of the instructor, which offers a total of 20 hours per week of instruction.

VIII. IELTS (International English Language Testing System)

| 240 hours

The IELTS test preparation program provides students with key skills and strategies which help them maximize their test-taking potential. This program uses up-to-date material and practice tests in order to improve test scores and allow students to fulfill the requirements for admission to the college or university of their choice. Placement in level 4 (High Intermediate) or higher is required for this course unless on the approval of the instructor, which offers a total of 20 hours of instruction per week.

IX. TOEIC (Test of English for International Communication)

| 240 hours

The TOEIC test preparation program provides students with key skills and strategies which help them maximize their test-taking potential. This program uses up-to-date material and practice tests in order to improve test scores and allow students to fulfill their career goals. Placement in level 4 (High Intermediate) or higher is required for this course unless on the approval of the instructor, which offers a total of 20 hours of instruction per week.

Assessment and Grading Policy

Grading

AOI College considers both qualitative (Grades) and quantitative (Hours) measurements to determine final grading of each student. Attendance and grades are closely monitored to ensure quality of education.

Letter grades are assigned at the end of each 4-week session:

Grade	Explanation	Percentage	Grade Point
A	Excellent 😊😊😊	90 – 100%	4
B	Good 😊😊	80 – 89%	3
C	Satisfactory 😊	70 – 79%	2
D	Needs Improvement 😊	60 - 69%	1
F	Fail 😞😞	0% - 59%	0
I	Incomplete	-	-
W	Withdraw	-	-

A student with a grade in the “**A**” range does outstanding classwork, shows remarkable initiative in completing coursework and learning activities, and demonstrates a high level of achievement.

A student with a grade in the “**B**” range does good classwork, shows moderate initiative in completing coursework and learning activities, and demonstrates above average achievement.

A student with a grade in the “**C**” range does satisfactory classwork, shows average initiative in completing coursework and learning activities, and demonstrates average achievement.

A student with a grade in the “**D**” range does poor classwork, shows barely acceptable initiative in completing coursework and learning activities, and demonstrates under-average achievement.

A student with a grade in the “**F**” range does incomplete classwork, shows little to no initiative in completing coursework and learning activities, and demonstrates unacceptable achievement.

A student with a grade in the “**I**” range did not complete the required classwork, and will be required to repeat the relevant session.

A student with a grade in the “**W**” has withdrawn from the course.

Moving Up to the Next Level

In order to advance to the next level of English, a student must have maintained Satisfactory Academic Progress (SAP) in all three 4-week sessions of their present level, meaning that he/she has maintained at minimum:

- An overall GPA of 2.0 (or a “C” grade in each class), and
- An overall attendance of 80%.

Session Grades are based on:

- Participation
- Weekly assessments
- Homework
- Final Exams

Moving Up before Completing a Level- Initial or Continuing

A student who has not completed a level but feels that they should be in a higher or lower level has three days from the first day of class to request the move. If the student feels that they have been misplaced or the student would like to accelerate their level by moving up; can sign the Change of Level/Class Request Form and meet the Academic Director for approval. Some students may be required to take a Level Skip Test depending on their past academic performance at AOI. If he/she scores 70% or above, he/she will be approved by the Academic Director to change the class immediately. At this time, the Academic Assistant will adjust the student’s class/level in the database.

After three days, a change cannot be requested by the student and the student must remain at his/her present level.

Program Completion/Graduation Policy

AOI College has developed the following policy to clearly define a Completer and a Graduate:

A **Completer** is defined as a student who has successfully completed the program contained in their signed Enrollment Agreement with a grade of “C” (70%) or better and a class attendance rate of 80% or higher during their enrollment start to end date.

A **Graduate** is defined as a student who has received a grade of “C” (70%) or better and has a class attendance rate of 80% or higher in any one of the following:

1. All twelve (12) weeks of Level 6 (High Advanced)
2. All twelve (12) weeks of the TOEFL, TOEIC, or IELTS program
3. All twelve (12) weeks of the TEFL program

4. All twelve (12) weeks of American Culture and Conversation

Upon successful completion of a student's academic program, a **Certificate of Completion** showing the dates of attendance and highest level achieved while at AOI is made available to him/her.

Weighting of Grades

The weighting of Session Grades is standardized across all programs, courses and levels and is based on class Participation, Quizzes, Homework, and Session Exams.

Grades are weighted as follows:

Type of Assessment	Percentage
Final Exams	30%
Participation	30%
Homework	20%
Quizzes	20%

Assessment

At AOI College of Languages, assessment has the clear and distinct purpose of supporting teaching and learning by identifying what students are capable of doing and their level of English knowledge, as well as assuring that they maintain satisfactory academic progress.

Students are assessed in the form of quizzes/other assignments, homework and Session Exams. Class participation also counts towards the final grade. See AOI's Student Attendance Policy for more detailed attendance information.

Final grades are calculated by instructors at the end of each four-week session, and follow the weighted system defined in the section "Weighting of Grades". The Academic Director collects the grades and passes them on to the Academic Assistant for entry into the database. The Academic Director also keeps the digital copies of all final grades in the Academic office. Students can receive an informal transcript via email at the end of each four-week session, showing their grades and attendance for that session.

Placement tests are given to each new student upon enrollment. Course-specific assessments such as weekly quizzes and session examinations are created with the help of test-generating software developed by the publishers of AOI's curriculum textbooks. In situations where instructors create their own assessment tools, those tools must be reviewed and approved by the Academic Director before being administered to students.



Make-Up Work

At the discretion of the Academic Director, students may be allowed to make up missed coursework at an additional cost. Successfully completed make-up work is given full standing and credit in determining Satisfactory Academic Progress (SAP).

AOI allows students to make up no more than 10% of class hours (attendance) at an additional cost, so long as the make-up class is comparable to the content, time, and delivery of the classes missed. Make-up classes are offered weekly to students who have made arrangements with the Academic Director to make up missed work during the scheduled makeup class times.

Incomplete Course Grade (I)

Students who do not complete the required coursework for a given course will receive an incomplete grade ("I"), and will be required to repeat the relevant session.

Course Withdrawal (W)

A student who withdraws from a course will receive the symbol "W" (Withdrawal) for the relevant class or session.

Repeating a Course

Students must retake a course deemed Unsatisfactory prior to progressing to the next level. Each three month course may be repeated only once.

Students may request to repeat test preparation courses that they have successfully completed if they need additional practice to reach a desired TOEFL, IELTS, or TOEIC score. In such a case, the student must meet with the Academic Director to discuss his/her request. If the Academic Director determines that the student would benefit from repeating the TOEFL test preparation course, the student will be allowed to repeat the course.

Student Attendance Policy

Regular Attendance

AOI College of Languages considers attendance an essential component of its English Language programs. Students enrolled at AOI College of Languages make a commitment to participate fully in their education by attending classes and accounting for any absences. Students are expected to maintain at least 80% cumulative attendance in all their classes from the first day they begin taking classes at AOI until they graduate. A full day of instruction consists of at least three (3) class periods and at most six (6) class periods, depending on the program any individual student chooses to enroll in. Instructors record attendance on a daily basis for every class period.

Noncompliance with Attendance

Attendance rosters filled in every days by the faculty under the supervision of the Academic Director. The Academic Director will also supervise the Academic Assistant who inputs attendance every week into the AOI database. A First Attendance Warning Letter is emailed or handed to the student if they have fallen below the required minimum of 80% attendance for the session or have had four consecutive absences. The student meets with the Academic Director to discuss ways in which they can improve their attendance and the negative consequences if their attendance remains below 80%, as well as to sign the letter, demonstrating that the student understands AOI's attendance requirements and agrees to improve their attendance until they reach at least 80% cumulative attendance for the term. This signed letter is kept in the student's file. The student is placed on an attendance probation list, and is monitored closely by the Academic Director. The student will remain on the attendance probation list until the Academic Director determines that they are complying with the attendance policy—usually when they rise above 80% attendance for the session or, at a minimum, 80% attendance for the cumulative term. In subsequent sessions, if the student again falls below 80% attendance for the session, a First Attendance Warning Letter will be emailed or handed out to the student, and the process will begin again.

If a student does not improve his or her attendance after the First Attendance Warning Letter, by failing to reach 80% attendance for the second consecutive session, the student will be issued a Second Attendance Warning Letter. The student who does not comply with the attendance requirements stated in the First Warning Letter will meet with the Academic Director again in order to revisit AOI's attendance policy and discuss the consequences of non-compliance more seriously. The student's attention will then

be drawn to the fact that the Department of Homeland Security requires all students with F-1 Student Visas to attend class regularly, and that it is AOI's policy to expect a minimum of 80% cumulative attendance from all its students—irrespective of student visa status. The student will also be reminded that they must attend classes until they reach a minimum of 80% cumulative attendance. In addition, they will be cautioned that disregarding this policy will result in termination of the Form 1-20 and dismissal from AOI College of Languages. The student remains on the attendance probation list and is only removed when the student is above 80% cumulative attendance, and the Academic Director determines that the student is complying with the attendance policy.

If, in spite of two official attendance warnings, the student continues not to comply with the attendance requirements stated in the first two Attendance Warning Letters, the student will be issued a third – and final – Attendance Warning Letter, at which time termination of their Form 1-20 and expulsion from AOI will take place

It is the student's responsibility to be in class on time and ready for instruction at the start of class and after scheduled breaks. Students who arrive to class within fifteen (15) minutes after the beginning of the class will be marked as 'Tardy'. Students who are more than fifteen (15) minutes late to any given class period will be marked 'Absent' for that class period. In addition, students who leave class more than fifteen (15) minutes early will be marked 'Absent' for that class period. Three (3) 'Tardies' are equivalent to being 'Absent' for one (1) class. If a student fails to attend class for five (5) consecutive days without providing notice to AOI, a warning notice will be e-mailed to the student and a phone call will be made to the student. If the student fails to respond within five (5) days of the notice being sent or the phone call being placed, AOI will terminate the student's enrollment. For students holding F-1 visas, this change of status will be entered into the student's SEVIS record, and the information made available to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

Suspension/Termination Policy

AOI reserves the right to suspend, expel or terminate any student whose attendance, academic, or personal behavior does not comply with the school's standards, policies and regulations. The F-1 visa student, in addition, will be terminated from SEVIS if he/she fails to meet attendance standards, as defined in the Student Attendance and Satisfactory Academic Progress Policies.

Student Grievance Policy

Grades and Student Records

Grades submitted by instructors after the completion of a four-week session are considered final. If a student disagrees with a grade, that student should first address any such grade dispute with the relevant instructor.

If the student is dissatisfied with the instructor's resolution of the issue, he/she may submit a written statement concerning the issue to the Academic Director within fifteen (15) calendar days of the decision having been made. The appeal must describe the circumstances and reasons as to why the student's academic record needs to change. The student will be sent a written decision within ten (10) business days of AOI College of Language's receipt of the petition. The decision of the Academic Director is final and is the ultimate step in the appeals process.

Failure to Maintain SAP

Students whose enrollment is terminated for failure to maintain SAP may appeal the decision by observing the procedure found in the section entitled Satisfactory Academic Progress Policy.

Other Matters

For claims involving sexual harassment by a fellow student, instructor or staff member, the student must report his/her complaint to the Director, who will investigate and render a decision within ten (10) calendar days.

For all other matters, the student must report his/her complaint in writing to the Director, who will notify the student of the school's decision within ten (10) business days.

Access and Retention of Records Policy

Access to Records

AOI College complies fully with all laws and government regulations regarding the collection, use, display, and distribution of student and employee records and information. Access to personal information is limited to those individuals whose information is produced or displayed, officials or agents of AOI College, legitimate academic or business interest on a need to know basis, an organization or person authorized by the individual to receive the information, a legally authorized government entity or representative, or other circumstances in which AOI College is legally compelled to provide access to personal information.

Transcripts

Copies of transcripts are kept in each student's file. Official transcripts ("Official Documents") can be ordered by individual

students for \$10 to be ready the same day for students who have attended within three (3) years of the current date, and two (2) business days for older records. To order transcripts ("Official Documents"), a student must fill out a Document Request Form, which is available from the Admissions Staff. The form must be submitted in person, through email, or via standard mail to the Admission Staff. Written consent from the student is required before records are released to a third party.

Privacy

AOI adheres to all state and federal laws concerning the use of personal information. As such, AOI is committed to the responsible use of personal information collected from and about students, faculty, staff, business partners and others who entrust this information to us. Such personal information includes any name or numbers (e.g. social security numbers and dates of birth) that may be used - alone or in conjunction with any other information - to identify a specific individual, or other personal information that could be used to cause financial or reputational harm to an individual. This policy applies to information that is collected by any means whether electronically, by telephone, or on paper. AOI forbids access to all such information without written consent.

Retention of Records Statement

AOI retains all student, faculty and staff records for five (5) years beyond the completion/termination of the aforementioned individuals' study/employment. This includes but is not limited to: documents pertaining to students' graduation, transfer, withdrawal, or termination, as well as faculty and staff resignation and/or termination documentation. All records pertaining to these individuals during the working relationship are stored in secured file cabinets on the school's premises and digital copies are stored on the cloud.

Maintaining Student Records

While students are currently enrolled at AOI, all student records are maintained in paper and digital format. Student transcripts are maintained in a digital format indefinitely. Students may contact the school administration at (949) 856-1700 to receive a copy of their official documents.

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by AOI College of Languages.

Student Rights Policy

Students have the right to:

- Review their own academic records;
- Fair and effective teaching and grading in the advertised programs;
- Due process and an impartial hearing in any disciplinary matter;
- Information privacy.

Articulation and Transfer Agreements

AOI has articulation agreements with these institutions of higher learning:

- Saddleback College
- Cypress College
- Irvine Valley College
- Santiago College
- Azusa Pacific

Transfer of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at AOI College of Languages is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) 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 AOI to determine if your certificate(s) will transfer.

This institution makes no representation whatsoever concerning the transferability of any credits to any institution. Experiential Credit is not given nor evaluated at this institution.

Acceptance of Transfer Credit

AOI does not accept hours or credits earned at other institutions or through challenge examinations, achievement tests, or experiential learning.

General Policy (F-1 Students)

In addition to the policies stated within this Catalog, the F-1 student must comply with the terms and conditions of his/her F-1 visa. Any student who fails to meet any of the regulatory requirements will be out of status and terminated in SEVIS. All F-1 students who desire to return to AOI are to:

1. Re-enroll within 5 days after the Enrollment Agreement end date as a full-time student (20 hours or more of instruction per week).
2. Inform AOI Admissions Staff within 10 business days of the following changes: home address, contact information, source of financial support, passport updates, immigration status, and dependent status.
3. Not engage in unauthorized employment.
4. Be sure to have a valid Form I-20. Always report intent to extend the program of study at least 30 days prior to the expiration date indicated on the Form I-20 and submit it to the DSO.

Exiting the School Policy (F-1 Students)

To avoid being terminated from SEVIS for failure to enroll, a student who is planning to leave AOI must complete a *Request to Complete Form* by the last day of his/her program. If the reason for leaving the school is to transfer to another SEVP-approved institution, in addition to completing the form, the student must submit a Transfer Form and Acceptance Letter from the SEVP approved school to which he/she is planning to transfer (see Transfer-Out Policy for details).

Student Leave of Absence Policy

In order to be granted a Leave of Absence (LOA) for emergency situations such as a serious illness or a death in the immediate family, a student must satisfy the following requirements:

- Submit a “Request for Leave of Absence/Vacation” Form to the Admission Staff at least one (1) week prior to the intended start date of the Emergency Leave of Absence – if possible;
- Provide evidence of the emergency in question;
- Take an Emergency Leave of Absence that is a maximum of six (6) weeks long. (Depending on the student’s individual situation, this time may be extended based on approval by the Office Manager);
- Register for one (1) four-week session immediately following the Emergency Leave of Absence *before* beginning the LOA;
- Students requesting a medical LOA must provide documentation from a licensed physician explaining the reasons for the LOA. If a student is granted a medical LOA, such a student may remain in the U.S. or leave and return to the U.S. with his/her original immigration documents. However, if a medical LOA exceeds five (5) months in duration, the student must obtain a new Form I-20 or new visa/Form I-20.

Students returning from an extended LOA (more than four (4) weeks in length) may be required to retake the Placement Test upon reentry into the program.

If the student does not complete a Leave of Absence Request Form prior to beginning the LOA and subsequently fails to attend class for five (5) consecutive days, the student’s enrollment will be terminated.

AOI will approve or deny the LOA request within seven (7) business days of the date of submission. AOI reserves the right to deny a student’s LOA request for any reason. If a student fails to return after an LOA, a warning notice will be e-mailed and a phone call will be made to the student. If the student fails to respond within 24 hours of the notice being e-mailed or the phone call being placed, AOI will terminate the student’s enrollment. For students holding F-1 visas, the change of status will be entered into the student’s SEVIS record, and the information provided to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

Student Vacation Policy

In order to be granted vacation time, a student must satisfy the following requirements:

- Have at least 80% cumulative attendance and a minimum “C” grade in all classes (GPA: 2.0)
- Submit a “Leave of Absence Request Form” to the Admission Staff at least two (2) weeks prior to the intended start date of the vacation;
- Have studied at AOI for at least six (6) months before the vacation start date;
- Take a vacation that is equal to one session, and a minimum of seven (7) days in length;
- Register for at least one (1) four-week session immediately following the Vacation Leave of Absence *before* taking the vacation.

If the student does not complete a Leave of Absence Request Form prior to beginning the vacation and subsequently fails to attend class for five (5) consecutive days, the student’s enrollment will be terminated.

AOI will approve or deny the vacation request within seven (7) business days of the date of submission. AOI reserves the right to deny a student’s vacation request for any reason. If a student fails to return after a vacation, a warning notice will be e-mailed and a phone call will be made to the student. If the student fails to respond within five business days of the notice being e-mailed or the phone call being placed, AOI will terminate the student’s enrollment. For students holding F-1 visas, the change of status will be entered into the student’s SEVIS record, and the information provided to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

Tuition Adjustment Policy

Applicants affected by any tuition change will be notified in writing by the school. Once students sign an Enrollment Agreement, their Enrollment Agreement and charges are set for the period covered by the Enrollment Agreement despite any tuition changes.

Fees

- There are no laboratory fees at AOI.
- The cost for certification tests is separate from tuition and fees. This cost is the responsibility of the student.

Tuition

Standard ESL (Monday- Friday 9:00AM-1:00PM): 3 month----\$2100; 6 month----\$4200; 9 month----\$6300; 12 month----\$8400.

TOFEL (Monday- Friday 9:00AM-1:00PM): 3 month----\$2100; 6 month----\$4200; 9 month----\$6300; 12 month----\$8400.

AC&C + TOEFL (Monday- Friday 11:00AM-1:00PM, 1:30PM-3:20PM): 3 month----\$2100

Application Fee

In order for a student's application to be processed, the applicant must include a non-refundable \$150 application fee with his/her completed application form. This application fee is waived for previous students if the last date of attendance is within 180 days from the new start date of attendance at the school. The fee is also waived for the student who defers the scheduled start date to a date within 180 days.

Student ID Fee

\$15 Student ID Fee.

Certification Fee

\$15 Certification Fee. Each student will receive an official certification for their attendance upon completion of their studies.

Mailing Fee

Unless students pick up the acceptance package in person, the School staff will mail the package only by courier companies that have a tracking system ensuring its delivery. (This is a non-refundable \$50/\$100 mailing fee.)

Examination Fee (TOEIC)

AOI is approved as an official Certified Test Administration Site to administer the TOEIC test. For more information and to register for the test, please visit ets.org.

Miscellaneous Policies

Office Equipment

Students are not allowed to use any office equipment (i.e. Photocopy machines, telephone, fax, etc.) or to enter any unauthorized areas (i.e. Instructor's Lounge etc.) without express permission by AOI staff or management.

5.3 CANCELLATION AND REFUND POLICY

Policy

AOI will process student refund requests and disburse refund checks in a timely manner, and certainly no later than forty-five (45) days after the documented date of determination (last date of attendance).

Procedure

Students need to notify the office/Director if they want to cancel or withdraw. The Admin Director processes and calculates the amount of the student refund by completing a student refund calculation located on the Refund Form. The Admin Director thereafter disburses the refund check to the student as expeditiously as possible, and no later than forty-five (45) days after the documented date of determination, which in the State of California is the student's last recorded date of attendance.

Student's Rights and responsibilities

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the

institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded institution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Student's Right to Cancel

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance on the *first day of class, or the seventh (7th) day after enrollment*, whichever is later. The student can notify AOI of cancellation by either written or oral notification.

Rejection of Applicant

If an applicant is rejected for enrollment by AOI or if a prospective student has the visa application rejected, a full refund of all monies paid will be made to the applicant, except for the \$150 non-refundable Application fee.

Withdrawal from Course

The Student has the right to withdraw from the institution at any time. If the Student withdraws from the course of instruction after the cancellation period, the student will not be eligible to receive a refund. AOI will remit a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction within 45 days. The amount of the refund is determined by dividing the tuition fee by the number of hours in the course to calculate the hourly charge. The refund is the amount calculated by deducting what the student owes for total hours of instruction completed from the total tuition charge.

Note: The \$150 application fee, the \$15 Student ID and \$15 Certification Fee are not refundable.

Hypothetical Refund Example

Students have a right to a full refund of all charges, less the \$150 Application fee, if the student cancels the enrollment agreement on the first day of class or on the seventh day after signing this agreement. The amount retained by the school will not exceed the \$150 (one hundred fifty dollars) Application fee.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance if the student fails to notify the school. The student will be charged for all hours attended. For example, if the Student completes 50 hours of a 100-hour course and paid \$2,000 for tuition-in-full, the student would receive a refund of \$1,000.

$\frac{\$2000}{100} = \frac{\$20}{50} \quad \frac{\$1000}{1000} = \frac{\$1000}{1000}$ <p>Tuition / Total Hourly / Hours / Total Due / Total Due</p> <p>Paid By / Hours Charge / Completed /to School / to Student Student</p>

The School will refund money collected from a third party on the student’s behalf, such as Veteran’s Benefits and/or WIA

funds, if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Additionally, if the student has received federal student financial aid funds, the student is entitled to a refund of

CANCELLATION AND REFUND POLICY Cont'

moneys not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may *not* be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Failure to report after an Emergency Leave of Absence or Vacation

The Student has the right to withdraw from the institution at any time. If the Student withdraws from the course of instruction during or after a vacation or emergency leave of absence, AOI will remit a pro-rata refund for the unused portion of the tuition and other refundable charges. If the student has completed up to 60% of instruction or less of the instruction within 45 days, the amount of the refund is determined by deducting the non-refundable Application fee from the total tuition charge, then dividing the remainder by the number of hours in the course to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, excluding the non-refundable charges. When a student fails to report from an Emergency Leave of Absence or Vacation, the date of determination shall be the day when the Failure to enroll notice is issued by AOI. However, the amount of the refund is calculated by the last day the student attended class.

Note: The \$15 Student ID and \$15 Certification Fee is not refundable in the event that an ID card or Certificate has been produced.

Bankruptcy

This institution is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has this institution 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 .S.C. Sec.1101 et seq.) 94909(a)(12)

Notice to Students: ACCET Complaint Procedure

This Institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is available upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - (a) Name and location of the ACCET institution;
 - (b) A detailed description of the alleged problem(s);
 - (c) The approximate date(s) that the problem(s) occurred;
 - (d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - (e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - (f) The name, email address, telephone number, and mailing address of the complainant, ACCET will not reveal his or her name to the institution involved; and
 - (g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus

or course outline, correspondence between the student and the institution).

4. SEND TO: ACCET

CHAIR, COMPLAINT REVIEW COMMITTEE
 1722 N Street, NW
 Washington, DC 20036
 Telephone: (202) 955-1113
 Fax: (202) 955-1118 or (202) 955-5306
 Email: complaints@accet.org
 Website: [www. Accet.org](http://www.Accet.org)

Distance Education

There are no Distance Education courses available at AOI. Classroom delivery is the only form of instruction available.

Title IV

This institution does not participate in Title IV funding.

Financial Aid

This institution does not participate nor does it offer financial aid of any kind, not federal (Title IV), state, or any other government funding source.

State of California Disclosure Statements:

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 or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site: www.bppe.ca.gov.

All student records are maintained at the institution's main office while students are enrolled and are also available in digital format after graduation. Official academic transcripts are maintained into perpetuity in cloud technology.

Additional Disclosures:

The state of California mandates that certain information be provided to students prior to their enrolling in any educational training. Students can review the following before registering and enrolling in any class at this institution.

BPPE Approval

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

Accreditation

AOI and its programs are accredited by the Accrediting Council for Continuing Education and Training (ACCET), an accrediting agency recognized by the United States Department of Education. Accreditation is valid until December 2020.

Catalog Delivery

Students can download the AOI catalog from the school’s website at www.aicollege.edu , call the school and request a Catalog by phone (949-856-1700) for a mailed copy, or visit the school and receive a catalog in person.

Textbooks

Students are expected to bring their textbooks and other necessary materials to each class daily. After taking the Placement Test, students are informed by Admissions Staff which texts are specific to their course of study and level. Depending on the program, the price for textbooks can vary from \$100 to \$170 per 12-week term.

The following is a list of textbooks used at AOI College of Languages:

TEXT NAME	AUTHOR	PUBLISHER	YEAR
World English - Intro	M. Milner	NGL/Cengage	2015
Reading Adventures 1	C. Lieske, S. Menking	NGL/Cengage	2012
Basic English Grammar, 4 th Ed	B. S. Azar, S. A. Hagen	Pearson-Longman	2014
Fundamentals of English Grammar, 4 th Ed	B. S. Azar, S. A. Hagen	Pearson-Longman	2011
Understanding and Using English Grammar, 4 th Ed	B. S. Azar, S. A. Hagen	Pearson-Longman	2009
Pathways Foundations: Listening, Speaking and Critical Thinking	C. Fettig, K. Najafi	NGL/Cengage	2014
Pathways Foundations: Reading, Writing and Critical Thinking	L. Blass, M. Vargo	NGL/Cengage	2014
Pathways 1: Listening, Speaking and Critical Thinking	B. Traver Chase	NGL/Cengage	2013
Pathways 1: Reading, Writing and Critical Thinking	M. Vargo, L. Blass	NGL/Cengage	2013
Pathways 2: Listening, Speaking and Critical Thinking	B. Traver Chase, K. L. Johannsen	NGL/Cengage	2012
Pathways 2: Reading, Writing and Critical Thinking	L. Blass, M. Vargo	NGL/Cengage	2013
Pathways 3: Listening, Speaking and Critical Thinking	B. Traver Chase, K. L. Johannsen	NGL/Cengage	2012
Pathways 3: Reading, Writing and Critical Thinking	M. Vargo, L. Blass	NGL/Cengage	2014
Pathways 4: Listening, Speaking and Critical Thinking	P. MacIntyre	NGL/Cengage	2013
Pathways 4: Reading, Writing and Critical Thinking	L. Blass, M. Vargo	NGL/Cengage	2014
Oxford Preparation Course for the TOEFL iBT Exam	S. Bates	Oxford University Press	2011
The CELTA Course Trainee Book	S. Thornbury, P. Watkins	Cambridge University Press	2011
American Ways: An Introduction to American Culture, 4 rd Ed	M. Kearny Datesman, J. Crandall, E. N. Kearny	Pearson-Longman	2014
Barron's IELTS Superpack	L. Loughheed	Barron's	2013
Barron's TOEIC Superpack	L. Loughheed	Barron's	2016
Focus on Pronunciation 2, 3 rd Ed	L. Lane	Pearson-Longman	2012
A Year in the Life of an ESL Student: Idioms and Vocabulary You Can't Live Without	E. Francis	Tafford Publishing	2010



Tuition Schedule 2019

Standard ESL Program				
4 hours/day 20 hours/week				
Weeks	Tuition	Application Fee*	Student ID Fee & Certification Fee	Total
4 wks	\$700	\$150.00	\$30.00	\$880.00
8 wks	\$1,400	\$150.00	\$30.00	\$1,580.00
12 wks	\$2,100	\$150.00	\$30.00	\$2,280.00

TOEFL, IELTS, TOEIC Test Preparation Programs				
4 hours/day 20 hours/week				
Weeks	Tuition	Application Fee*	Student ID Fee & Certification Fee	Total
4 wks	\$700	\$150.00	\$30.00	\$880.00
8 wks	\$1,400	\$150.00	\$30.00	\$1,580.00
12 wks	\$2,100	\$150.00	\$30.00	\$2,280.00

TEFL Preparation Program				
4 hours/day 20 hours/week				
Weeks	Tuition	Application Fee*	Student ID Fee & Certification Fee	Total
4 wks	\$700	\$150.00	\$30.00	\$880.00
8 wks	\$1,400	\$150.00	\$30.00	\$1,580.00
12 wks	\$2,100	\$150.00	\$30.00	\$2,280.00

American Culture & Conversation				
4 hours/day 20 hours/week				
Weeks	Tuition	Application Fee*	Student ID Fee & Certification Fee	Total
4 wks	\$700	\$150.00	\$30.00	\$880.00
8 wks	\$1,400	\$150.00	\$30.00	\$1,580.00
12 wks	\$2,100	\$150.00	\$30.00	\$2,280.00

Fee Breakdown

Fee	Amount	Applies to:
Application Fee* (nonrefundable)	\$150.00	Required for All Students
Student ID Fee	\$15.00	Required for All Students
Certification Fee	\$15.00	Required for All Students
Regular Mailing Fee	\$50.00	Required for mailing documents overseas
Express Fee	\$100.00	Required for mailing documents overseas
Official Document Request	\$10/per current students \$20/old student file requests	By Request only
Private Lessons	\$50 / 50 minutes	By Request only

The total charges for the current period of attendance are the same charges as the cost of the total program.

AOI College of Languages Academic Calendar 2019

WINTER TERM

January 2 – March 22

Winter Session A: January 2 – January 25

Winter Session B: January 28 – February 22

Winter Session C: February 25 – March 22

Spring Break

March 25 – March 29

SPRING TERM

April 1 – June 21

Spring Session A: April 1 – April 26

Spring Session B: April 29 – May 24

Spring Session C: May 28 – June 21

Summer Break

June 29 – July 3

SUMMER TERM

July 1 – September 20

Summer Session A: July 1 – July 26

Summer Session B: July 29 – August 23

Summer Session C: August 26 – September 20

Fall Break

September 23 – September 27

FALL TERM

October 1 – December 21

Fall Session A: September 30 – October 25

Fall Session B: October 28 – November 22

Fall Session C: November 25 – December 20

Winter Break

December 23 – December 31

No Classes/Office Closed on the Following Dates:

January 1	New Year's Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 28-29	Thanksgiving Holiday
December 23- December 31	Christmas Holiday