

F-1 Student's Catalogue



REVISED DECEMBER 2020



ESL Institution Accredited by  CEA

“Teachers speak LESS students talk MORE”

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"Teachers speak *LESS* students talk *MORE*"

OUR MISSION

The mission of American One English Schools is to develop a cultural exchange between our students and U.S. society through the acquisition of the English language. The school seeks to provide students with a high-quality, intensive English language training and orientation program to assist them in attaining proficiency in English and broadening their cultural awareness for success in their academic, professional, and personal lives.

To achieve this mission, American One English Schools pursues the following goals:

- Provide students with the cultural knowledge and awareness necessary to build their self-esteem and transition to the United States.
- Provide student support and administrative services of the highest quality.
- Adhere to the highest standards of English language instruction by attracting and developing talented and experienced faculty.

PHILOSOPHY STATEMENT

"For many students, traditional teaching approaches ignore individual life circumstances, and therefore, the needs of the brain. When we throw the net out, many of them are left out outside the catch" (Eric Jensen, 2000)

"Any group instruction that has been tightly, logically planned will have been wrongly planned for most of the group, and will inevitably inhibit, prevent, or distort learning" (Leslie Hart, 1983)

At American One English Schools, we believe in teaching with the brain in mind, focusing on authentic material to ensure a meaningful learning experience. By keeping our classes small and our teaching material and approach authentic, we aim to cater to our students' needs and abilities. We also believe in structured teaching, which is the reason why our teachers follow a planned curriculum while giving them the opportunity to create activities and lesson plans tailored to the unique groups they teach.

SCHOOL ADMINISTRATION

PRESIDENT

Victor M. Ochoa

SCHOOL OFFICERS

Victor M. Ochoa, *PDSO*
Jenny Arce, *DSO / Office Manager*
Elena Ochoa, *Account Assistant*

ADMINISTRATIVE RESPONSABILITIES-TEACHERS

Teresa Fletcher, *Self-study Coordinator-Accreditation*
Jordan Bohlen, *Curriculum Director*
Elisa Sibilia, *Lead-instructors*

INSTRUCTORS (May vary)

SCHOOL CONTACT INFORMATION

Main Office: 801-839-2222

WhatsApp Number: 385-302-4713

Admin Email: f1@americanone-esl.com

School Officer Emails:

- victor.ochoa@americanone-esl.com
- jennya@americanone-esl.com
- teresaf@americanone-esl.com
- jordanb@americanone-esl.com
- elisas@americanone-esl.com

School Website: www.americanone-esl.com

Emergency Contact: 801-602-9630

Address: 1918 West 4100 South
West Valley City, UT 84119
USA

POLICIES AND AGREEMENTS

MANTAINING YOUR STATUS F-1 STUDENTS

“While studying in the United States, it is important to maintain your F student status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose.

If the Department of State issues you an F student visa, this means that you are coming to the United States to study. You should not take any action that detracts from that purpose. Maintaining your status means:

- *Fulfilling the purpose for why the Department of State issued you your visa.*
- *Following the regulations associated with that purpose.*

Below are actions to take in order to properly maintain your status.

Arrival

When arriving to the United States, F students must:

- *Enter the United States no more than 30 days before your program of study begins.*
- *Immediately contact your designated school official (DSO) when you enter the United States.*
- *When you arrive at school, you need to contact your DSO again, no later than the program start date listed on your Form I-20, “Certificate of Eligibility for Nonimmigrant Student Status.”*

Education

While studying in the United States, F students must:

- *Attend and pass all your classes. If school is too difficult, speak with your DSO immediately.*
- *If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension.*
- *You must take a full course of study each term; if you cannot study full-time, contact your DSO immediately.*
- *Do not drop a class without first speaking with your DSO.*

TALK WITH YOUR DSO FIRST

If you are an F student studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.

F-1 students should speak with their DSO if you are planning to do any of the following:

- *Change your major, program, or degree level.*
- *Change your education level.*
- *Transfer to a new school or take a leave of absence.*
- *Take a break from school.*
- *Travel outside the United States.*
- *Move to a new address.*
- *Request a program extension.*

(<https://studyinthestates.dhs.gov/maintaining-your-status>)”

FAILING TO MAINTAIN STATUS

There are different reasons why student can be terminated from their F-1 status. Not all terminations are negative. We will encourage you to carefully pay attention to the following reasons and speak with your DSO for further information

- Absent from Country for Five Months
- Authorized Drop Below Full Course Time Exceeded
- Authorized Early Withdrawal
- Expulsion
- Failure to Enroll
- No Show – Automatic termination
- Failing to Maintain Status absences
- Suspension
- Unauthorized Drop Below Full Course
- Unauthorized Employment
- Unauthorized Withdrawal

ADMISSION REQUIREMENTS POLICIES

Application Process Pre-arrival

1. Receive Accurate Information (available on-line)
2. Fill out the Application for Admission
3. Pay the Application Fee of \$100 (non refundable)
4. Copy of Passport of Photo Image and Information
5. Complete the Affidavit of Financial Support Form
6. Sign and Notarize the Affidavit form
7. Bank Statement, Proof of Economic Solvency
8. Payment for express mail (depending of country)
 - Students must be subjected to all SEVP and SEVIS compliance, laws and rules for admission.
 - Students will receive support and information if needed with the process to apply for their F1 status visa.

Enrollment Process Arrival

1. Receive Complete and Accurate Information
2. Copy of Passport and Visa issued F-1
3. Copy of I-20
4. Take the Placement Test
5. Students' Orientation (Signing Documents)
6. Receive a Copy of your Enrollment (schedule, contract tuition, catalogue and syllabus)
7. Receive Materials for Class

Receive Complete and Accurate Information

American One English Schools is committed to providing complete and accurate information to prospective students regarding the school's curriculum, programs and importantly the full cost of attendance. From the initial point of contact American One English Schools is open with students about all relevant issues to help the student make an informed decision about their school choice. Information about curriculum, programs and costs are also available on the American One website.

Application for Admission Form

Students must fill out the Application for Admission with their personal information such as, names, last names, date of birth, country of origin, address, phone number, email address, emergency contact information, family information, living arrangements, educational background information and others. We do not disclose any information of our students to third parties unless legal disclosure order is provided.

Application fee

Students must pay the application fee which is not refundable. (F-1) students also pay express mail fee for an acceptance letter and other documents send to their home country. The application fee payment is used for an administrative work to complete students' files.

Tuition

Students must pay their tuition during their registration for school. Students will not be admitted to class without proper registration or fulfilling their financial obligations.

Placement Test

Students must complete the Placement Test to verify their level of English and to provide the class that corresponds based on the knowledge of the language. Students can also request lower levels for reinforcement. If students feel they belong to a higher level, a second interview with the academic director can to be requested. Students are tested on:

- Grammar
- Listening
- Reading
- Writing
- Personal Interview

Students' Orientation

Students must read, be explained and understand the School's policies and contract. The school's advisor will direct the orientation and take the time to explain all policies related to academic and financial information. (F-1 rules of immigration for international students to maintain status will be provided) No exceptions because of the language will be accepted if disagreement. All main documents are provided in English and any other language provided by the school is a privilege not a right.

Copies of Enrollment and Materials

Students must receive their schedule, materials for class, contract and catalogue of the school. Students who miss the orientation might receive a personal orientation summary at the discretion of the advisor.

Health Insurance for F-1 Students

Students are not obligated to purchase health insurance in order to enroll into our program. We advise F-1 international students to have some kind of a health plan for them and their dependants for the high cost of health services in the USA in cases of emergencies. American One suggests a local health plan in the Salt Lake City area from a third party medical plan which offers 8 locations for medical services. Ask for more information to your advisor. We also provide a link of health plan or insurance at your convenience.

-<https://www.internationalstudentinsurance.com>

Housing for F-1 Students

Students can apply for home-stay to American One or find their own place to live. We do not required housing from the school as part of the application or enrollment process. If students who choose to live with a home-stay provided by the school, they must sign the housing contract as well as the host family. Student will pay \$100 for home-stay application non-refundable.

ATTENDANCE POLICY

FULL COURSE OF STUDY

"To maintain your status as an F-1 or M-1 student in the United States, you must enroll in a full course of study at the Student and Exchange Visitor Program (SEVP)-certified school where a designated school official (DSO) issued you the Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," you used to enter into the United States.

To help better understand the definition of a full course of study, below is a breakdown according to status and program of study.

Full course of study requirements for F-1

- *F-1 students at a private academic school must meet the minimum number of hours per week their school determines is necessary for normal progress toward graduation or completion of the program of study.*

Full course of study requirements for F-1 students in post-secondary programs of study (e.g., after high school)

- *F-1 students in other post-secondary liberal arts, fine arts or other non-vocational or English language learning (commonly known as ESL) programs must meet 18 clock hours per week if the majority is classroom instruction or 22 clock hours per week if the majority of the program instruction does not take place in the classroom, such as laboratory work.*

(<https://studyinthestates.dhs.gov/full-course-of-study>)"

Attendance Policy

- Students are expected to attend their classes. If a student misses a class, he/she will automatically receive a zero grade for that day. The exception to this rule applies when a student calls the school or lets the office know that he/she will not attend class ahead of time only in cases of health problems or emergencies.
- The student must discuss with the teacher to make up any assignments or grades related.
- For each minute late for class a student will drop 1% on her/his attendance grade.
- If a student is sick, the student must have a doctor's note to excuse the absences for being sick, or he/she needs to show a proof of the emergency excuse.

On time	= 100%
Tardiness	= minus 1% per minute
Absence	= zero

Students must attend 18 hours/per week class and 288 hours/per level to be considered 1 trimester.

Criteria for Attendance Policy

1. Students have to attend classes regularly.
2. Students cannot receive any absences permission from the teacher; they must talk to the students' advisor.
3. Students have to attend at least 80% of their classes in order to move up to the higher levels of their English Program.
4. (Non-F-1) Students whose attendance is below 50% at the end of the semester must repeat the level of class currently attending.
5. Students who do not attend at least 80% of their classes required by SEVP compliance will receive a warning letter "Risk of Nonimmigrant Status" and will be placed on attendance probation.
6. Students whose attendance is below the % required by SEVP compliance will be immediately dismissed and their Student Status F-1 will be Terminated. Students must attend 2 consecutive trimester of 16 weeks each in order to request vacation or break for 1 trimester and in accordance of SEVP regulation.

Probation Policy

As stated before, students who do not attend at least 80% of their classes will have to meet with the Academic Director who will review the students' grades, attendance and teachers academic reports. The student must commit to improve their attendance and sign a document of "Commitment of attendance". The Academic Director will follow up the student's attendance and review the progress academic report for the next 4 consecutive weeks to complete the student's probation.

- If students fail to comply with the probation policy, student will be terminated on their Student F1 status.

- If students decide to transfer to a different SEVP approved institution, their records will be transferred in terminated status.
- Students who would like to transfer to a different SEVP approved institution must not be in a probation status.

Expulsion Policy

The student was expelled from his or her current program of study.

Students who are in attendance probation for two consecutive semesters will be dismissed from school. Students who do not attend for 2 consecutive weeks without reporting to DSO or the school. Their Student Status F-1 will be terminated. Reinstatement or leaving the US will be required.

Students who commit any legal crime will be reported and terminated immediately.

Suspension Policy

The student is suspended from school and can no longer maintain a full course of study.

Students can be suspended for many reasons; the most common situation is when the student breaks the conduct citizenship policy. Examples,

- Harassment to classmates or instructors
- Religion, race or sexual discrimination
- Out of control behavior against any employee in our facilities.
- Others not specified that might be considered as warning behavior.

Transfer Policy

Students must be in good standing F-1 status to be eligible to be transferred to our school. If a student is out-of-status and is not eligible for transfer, we will advise him/her to apply for reinstatement upon receipt of a new I-20AB from American One. Students can transfer to other SEVP institutions only if they have fulfilled their full trimester financial obligations according to their contract.

“F student studying in the United States, you may be eligible to transfer to a new school.

To be eligible to transfer, you must consistently maintain F status and follow the correct transfer procedures. To maintain your status at your current school, you must continue attending all of your classes while you are waiting to transfer. For an F student, that is until your transfer release date. Your transfer release date is the day on which the designated school official (DSO) at your current school moves responsibility for your Student and Exchange Visitor Information System (SEVIS) record to your new school. If your DSO believes you may not have maintained your F status, your SEVIS record could be in Terminated status, which is the DSO’s way of reporting a concern to the Student and Exchange Visitor Program. You may still be able to transfer in Terminated status. Talk to your current DSO and a DSO at the new school if you want to transfer with a terminated record.

If you have employment authorization and are in the process of transferring to a new school, talk to your current DSO about how your transfer will affect your employment authorization. You may continue authorized work at your current school until the transfer release date in SEVIS, but all work authorization ends after that date. After you transfer to your new school, talk to your DSO about employment options at that school.

(<https://studyinthestates.dhs.gov/transferring-to-another-school>)”

“An F-1 student is eligible to transfer to another school or program of study. To start the process of transferring, you must bring the following to your designated school official (DSO):

- *Written confirmation of acceptance to another Student and Exchange Visitor Program (SEVP)-certified school*
- *Contact information for the new school’s DSO*
- *The Student and Exchange Visitor Information System (SEVIS) school code for the transfer-in school*

Your DSO will then work with you, and the DSO at your new school, to choose a transfer release date. This date is when the DSO at your transfer-in school takes responsibility for your SEVIS record. Several factors go into selecting this date:

- *Academic needs*
- *Travel and employment plans*
- *Projected start date of your new program*

Once your transfer release date arrives, the DSO at your previous school will not have access to your SEVIS record, and your new DSO can create a new Form I-20, “Certificate of Eligibility for Nonimmigrant (F-1) Student Status,” for you. It is important to get a new Form I-20 (signed by your new DSO and you) as soon as possible. To maintain your status, register for classes and contact your new DSO within 15 days of the program start date listed on your new Form I-20.

If you have arrived in the United States but want to transfer to a new school before you begin classes at the school listed on your Form I-20, talk to the DSO at the school listed on that form. You need to inform the DSO that you have arrived in the United States and want to transfer immediately to another SEVP-certified school. You must show proof of acceptance to your new school. You must report to your new school and enroll in a full course of study within 30 days of arriving in the United States.

(<https://studyinthestates.dhs.gov/instructions-for-transferring-to-another-school-as-an-f-1-student>)”

Classroom Policy

Students are not to be distracting their classmates. No cell phones, mp3 players, iPods, tablets, or other such materials are allowed in class unless authorized by the teacher. There is to be no food or drink, except water in class unless stated otherwise by teacher. Students are not to speak any other language in class. English is what students are learning thus English is what will be spoken throughout all classes. Books are requested in class. Grade reports will be given every month. Class completion certificate will be issue every four months. Change of schedule is only allowed in a student emergency case such as health problem.

There are not to be any racist, off-color, discrimination of economic condition or jokes that will make any one person or person feel uncomfortable. Harassment in any form is unacceptable and will be reported to the office. Students can be asked to leave the school if any harassment or disrespect happens. Your teachers are

here to help you, please be respectful. If any concerns or complaints need to be addressed please either leave a note in the comments and concerns notebook outside the front office or direct your concerns or complaints to the Student Advisor.

School Activities Policy

The school will be closed and no classes will be held on all major holidays. (See student calendar below) The school does have some activities that will be announced 1-2 months prior to the activity. These activities are not required, but are done for the benefit of the students to practice English outside of class. Student Teachers/Tutors are available upon request. Signup sheets will be passes around stating the dates and time the tutors will be available. Students must sign a waiver for any injuries or accidents that might be caused during activities.

Open Door Policy

If students have any problems, concerns, or questions, they should talk to the teacher first, and then if further assistance is needed or the problem is unresolved, the students can go to their advisor or site director for more help. If a more formal complaint is necessary there is a form that can be filled out upon request. (Request this form from the Student Advisor)

Citizenship Issues Policy

To respect all teachers and students who come to the school we ask that there be no smoking within 25 feet of the school's entrance. Students must maintain respectful relationships with other students, teachers, and staff. If any student is overly disrespectful they will be asked to leave the school, no refunds will be given for this situation. The parking lot is used by our school and other local businesses do not leave purses or valuable belongings in your vehicle. Students will be responsible for any damages for leaving valuable belongings in their cars at their own expenses. School will not be responsible for damages that may be caused to it.

Students should be respectful when parking as to stay within the lines. If any activities are suspicious they are to be reported to the office.

Plagiarism is illegal and ground for dismissal from the school and no refunds will be given.

Use of Photographs Policy

We take photos of our students for student ID cards and student files. We also take pictures of students while they are involved in various activities with the school.

Students agree to let American One English Schools, INC use any photo with an image in it as they choose without compensation or notification.

Assumption of Risk Policy

In consideration of American One English Schools, a division of INC, allowing me to participate in any and all school related activities, recreation, or events. I hereby assume all risk and accept responsibility for any harm, injury, or damage to myself or to any person or property by participation therein or traveling to or from such activities. I specifically waive any claim for damage or loss to my person or property that I may suffer in connection with said activities by any act, or failure to act, of American One English Schools, INC its officers, agents, employees, and representatives, accepting myself the full responsibility for any and all such damage or injury which may result whether or not such injuries or damages are caused by the American One English Schools INC or its employees.

Complaints Handling Policy

- American One English School is committed to providing a high-quality Education service to all our students. When something is to be complained, we want the students to let us know verbally or in a written statement about the issue. We have a complaint(s) form to fill out. This will help us improve our academic and administrative standards.

- If you have any complaints, please contact us with details of the matter. We have 5 days to consider your complaint.
- We will do the best we can to resolve your complaint(s) within this time. We encourage you to give us the opportunity to fix the problem(s).

Following your complaint(s):

1. We will contact you immediately right after receiving your complaint, enclosing a copy of this procedure.
2. We will then investigate your complaint and discuss about it. This will normally involve passing your complaint to the Academic Director who will review the complaint and speak with the member of staff who acted for you.
3. We will ask you for a meeting to discuss and hopefully resolve your complaint.
4. The following day after the meeting, the academic advisor will contact you to confirm what took place and any solutions we came up with.
5. If you do not want a meeting or it is not possible, we will send you a detailed written reply to your complaint, including suggestions for resolving the matter within 3 business days with the acknowledgement letter.
6. At this stage, if you are still not satisfied, you should contact us again and we will arrange another meeting if possible to finally resolve the issue.
7. We will write to you within 5 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons about the final decision.

ACADEMIC POLICIES

Class Academic Trimester Policy

- Each semester takes place of 16 weeks of academic classes. There are 3 semesters in one year. Students are entitle 1 semester vacation after completing satisfactory 2 consecutive semesters.
- A level change can be requested every four months, based on the individual student's score. You must have 80% or higher to request a level change.
- New books for every level are to be requested in class and paid for in the office before the start of the level to ensure that you have your materials when class begins.
- Grade reports are given after every progress test which is composed of 2 unit classes. Class completion certificate will be issued every four months based on your overall final score. Again you must have a score of 80%, or a letter grade "C" or higher to receive a certificate. Students with a letter grade "C-" or a percentage score below 80% will not be eligible for a certificate.

Grading Policy

- Students are being graded daily on these aspects; attendance, writing, participation, listening, reading, quizzes, and homework.
- You are also graded on your each of your unit exams, midterm exams, and final exams. Students' overall grade is based on the following criteria:
 - 4 to 6 Tests: Units 1&2, Units 3&4, Units 5&6, Units 9&10, Units 11&12, Units 13&14
 - 2 Examinations: Midterm Examination Units 1-6 or 1-8,
 - Final Examination Units 1-12 or 1-16
 - Weekly Grades of Completed by the Teacher
 - Attendance
 - Speaking and Listening
 - Grammar
 - Writing and Reading
- Semester: 16 weeks
- 80-100% grade is required to pass.
- Level Change must be requested every four months.

Testing Policy

- For each level, American One English Schools, evaluates students on a regular basis. Daily quizzes are given, progress tests are given every two units to the students in each level of instruction. Midterms are given every 2 months and a Final test at the end of the completed course. Students who receive 80% or lower on any two consecutive final grade month reports will be asked to repeat that level.
- American One English Schools evaluates students on a regular basis, level to level (daily evaluations, 2 units advanced evaluation, Midterm and Final Exam) to assure reliable progress of individuals; students must take the Achievement test similar to the initial Placement Test to compare their English skills progress after completing at least 1 level or 16 weeks of their English program.
- At the end of each level students are required to take a final exam. This exam covers all units that were given in that specific level. If a student receives 80% or higher on the test and receives an overall final score of 80% or higher they will be given a certificate of achievement stating that they have passed that level. This is only if they did not have any two consecutive unit final grades less than 80%.

Review of Progress Report Policy

- American One English Schools does not wait 4 months to review the students' progress report, if students fail two consecutive grading reports in other words if a student scores lower than 80% in two Grading reports, they will repeat the cycle of those units, if reinforcement is needed, tutoring will be available for support.
- Students who fail after receiving tutoring and academic support must meet the Academic Director for further review and analysis of the issue. If failing is caused by attendance. The student will be dismissed from school and their F-1 status will be terminated.

Vacation Policy

“Annual vacation. An F-1 student at an academic institution is considered to be in status during the annual (or summer) vacation if the student is eligible and intends to register for the next term. A student attending a school on a quarter or trimester calendar who takes only one vacation a year during any one of the quarters or trimesters instead of during the summer is considered to be in status during that vacation, if the student has completed the equivalent of an academic year prior to taking the vacation.

(<https://www.ice.gov/sevis/schools/reg#f>)”

Request Vacation Policy

All students with no exceptions have to fill out the vacation request form or excuse for attendance. It must be authorized by the DSO or school's official with a signature and date for approval.

Student who request excuse for attendance must bring documentation as proof, such as doctor's notes, sensitive pregnancy notes, emergency documents and other similar for approval.

Students who transfer after taking 2 consecutive trimesters from a transfer out school must bring the last two reports of attendance and grade reports for approval.

FINANCIAL POLICIES

Student Tuition & Fees

All fees are collected directly by American One English Schools. We do not work with third party organizations to avoid double-dipping and to take steps to ensure that students understand the full cost of attendance. During the initial advising appointment the Advisor explains the curriculum, tuition & fees for additional services provided by American One English Schools. The Advisor reviews the student contract to ensure clarity.

Semester Agreement

I understand that I am signing up for one (1) semester and that I might be qualified to receive a discount for this semester.

I also understand that I must fulfill my financial obligations, which are due the date of registration.

I understand that I may continue beyond this one semester.

Yearly Agreement

I understand that I am signing up for a year of the regular program or two (2) semesters and that I might be qualified to receive a discount for this yearly agreement.

I also understand that I must fulfill my financial obligations, which are due the date of registration. I

understand that If I'm absent for 4 weeks without notification. This agreement will be invalid and disrupted.

Contract for Tuition

All students must sign a contract the day of registration for their English Program.

American One English Schools is also flexible with tuition. Students who cannot afford tuition, or do not have the support of their families, employers or financial government or institution can make an agreement with A1 to pay monthly. Students who pay full-tuition without any outsider's support will be eligible for promotions or discounts. Students can make from 2 up to 4 payments,

no interest will be charged on their tuition. Payments police might be applicable.

Contract Termination Refunds (Tuition)

"Termination" means leaving the course once you have registered for classes. You have the right to terminate your contract at anytime within the first five days of the scheduled registration date, American English Schools, INC offers refunds according to the following schedule: (Students are responsible to pay the full amount of the contract after five days even if students terminate their program. Any exceptions must be approved by the Administrative Director.) Student must also fill out an Official Withdrawal Form as well for this to take effect.

Day 1 85% (of total amount = full tuition)

Day 2 70% (of total amount = full tuition)

Day 3 55% (of total amount = full tuition)

Day 4 40% (of total amount = full tuition)

Day 5 25% (of total amount = full tuition)

Application for Admission - Termination Refunds

An application for admission fee in or outside the US, once a file is started and the applicant fills the application form out either online or in person and makes a payment, the student will not be eligible for any refunds.

Contract Description

Students with an economic hardship might apply for a contract agreement to make between two to four monthly payments. Students must read and sign the following contract agreement.

American One English Schools INC which will be known as the "School" and _____ (name of student) who will be known as the "Student" on _____ (date)

1. This English classes service agreement, dated on _____ (the "Effective Date"), is made between American One English Schools INC incorporated in the state of Utah, and headquartered at 1918 West 4100 South, West Valley City, Utah – 84119 and _____ (name of student) who lives on _____.

2. WHEREAS, American One English Schools operates and maintains its principal business in West Valley City, Utah, with an address described above, through which it offers "personalized" English classes in its location.

3. The Parties' Obligations

American One English Schools, INC, by its acceptance of this Agreement, agrees to provide personalized English classes in its location with the presence of an instructor _____ (name of student) services described below for the following trimester (_____).

Start date : _____
End date : _____

- a. provide instructional material for the trimester described above;
- b. provide the presence of an instructor in a classroom setting;
- c. provide English classes given by an instructor according to the student's level; and
- d. provide comfortable classroom setting.

_____ (name of student) agrees to pay for said Services as described in the trimester of (_____) to the terms and conditions set for this Agreement.

- a. pay the total cost of the trimester agreement;
- b. pay for instructional materials; and
- c. pay for any damages to the classroom setting or any part of the school building caused by the student in this agreement.

American One English Schools will perform their services in a competent and professional manner and will comply with all applicable laws, regulations and accreditation standards in the performance of its obligations.

The student will not re-produce, copy or sell any school materials without the authorization of the school, this also this applies to the materials of third-party school providers which own intellectual property rights (copy rights). American One is not liable for any wrong doings caused by the student as stated in this paragraph.

4. Fees and Payments

English Classes Service Fees: The student has two options of payment, either to pay full tuition before the beginning of the academic trimester or monthly payments per trimester as follow. Student agrees to pay full-tuition payment rates as described below for classes requested by the Student.

Total cost of Tuition:	\$	Date:
Possible discount:	\$	
Materials fee:		
Total Payment:	\$	

Student agrees to make monthly payments rates describes below for classes request by the Student.

Total cost of Tuition	\$	Materials fee:
Total discount		
1 st payment:	\$	Date:
2 nd payment	\$	Date:
3 rd payment:	\$	Date:
4 th payment	\$	Date:

Student agrees to pay for all English classes' services provided as described in clause 3 to this Agreement. All invoices for fees charged by American One in connection with the Service will be due and payable within 2 days of the due date. A late fee of \$25 will be charged after the third day of the due date with a grace period up to 7 days. After the grace period expires student will be subject to pay \$10 per day for each day payment is not made as agreed in this Agreement. The Student agrees to pay all fees and costs of collection, including all court and attorney fees.

5. Terms and Terminations

- a. The initial term of this Agreement will begin on the Effective Date and end one (1) year thereafter, unless extended prior to termination by mutual written agreements of the parties.
- b. In addition to termination set forth elsewhere in this Agreement, this Agreement may be terminated as follows.
- c. The student may terminate this Agreement at any time during the term upon fifteen (15) days prior to the end of the current trimester notice in written to an advisor at the enrollment office of the school must be made.
- d. If student do not notify an advisor at the office of the school and give a written notice this Agreement will be automatically extended for the 2nd and possibly the 3rd academic trimester.
- e. Grace period termination and refund. The student has 5 (five) calendar days to terminate this Agreement after the Effective Date of signing to this Agreement, and a refund will be given as follows:

Termination of Agreement day 1 (one) : 75% of the total cost of tuition
Termination of Agreement day 2 (two) : 55% of the total cost of tuition
Termination of Agreement day 3 (three) :35% of the total cost of tuition
Termination of Agreement day 4 (four) :15% of the total cost of tuition
Termination of Agreement day 5 (five) : 5% of the total cost of tuition
After the 5th day, student does not receive any refunds.

- f. Important: Refund granted to the student is the percentage described above of the total cost of tuition, not of the partial payment made by the student prior to the beginning of the effective date.
- g. The school retains 25% of the first day of termination of this Agreement under grace period and termination to cover administrative work of enrollment such as paper-work, placement test and employee's salary.
- h. This Agreement will be binding on the Student, and it will not be transferrable to any other persons for any circumstances.

6. Effects of Termination

- a. This Agreement cannot be terminated for other circumstances except death, complete incapacity where the student cannot reason or move, any other exceptions will not be acceptable, such as economic hardship. Student is responsible to fulfill this Agreement with the understanding that our instructors have a commitment of employment with the school for at least 16 weeks and must get paid even if the student leaves with or without notification, the school must fulfill other expenses such as rent and utilities. Student is bound to this Agreement as explained on term and termination 5 (a).

7. Severability

In the event that any part of this Agreement is found to be unenforceable, the remainder will continue in effect and such part will be amended, modified or narrowed, that provision will be deemed amended to achieve as nearly as possible the same economic effect as the original provision so as to best accomplished the objectives of such part to the extent permissible by law and consistent with the intent of the parties as of the Effective Date.

8. Authority

Each of the parties represents to the other that the execution and delivery of this Agreement and the performance of the obligations under this Agreement have been duly authorized by all requisite action of the governing body of the party, if any, and that the person executing this Agreement is fully authorized to bind that party. In this Agreement the authorities to bind that party are the school president and the student advisors.

Definitions

"Accreditation Standards" means the Commission on English Language Accreditation (CEA) that promotes excellence in the field of English language administration and teaching.
"Authority" means a person provided to enter into contracts or incur other obligations in advance of, or in excess of, funds available for that purpose.
"Classroom Setting" means school's desks, boards, computers, tables, walls, and floors.
"Instructional Materials" mean school's text-book and workbook.
"Instructor", a person who teaches something, in this case English classes.
"Personalize(d)", whether capitalized or not, means, design or produce (something) to meet someone's individual requirements.
"Trimester" each of the three terms in an academic year. At American One this signifies 16 consecutive weeks of classes from the time the student enrolls in the program.
"Tuition" means payment for services of classes.

I have read, understood and drafted this agreement of payments and the length of the program with American One English Schools INC and I know that I am subjected to this Agreement according to the laws of the state of Utah in the U.S.A.

COURSES OFFERED

American One English Schools offers the following accredited courses:

- Beginners Level
- Basic Level
- Intermediate Level
- Advanced Level
- Expert Level

We also offer preparation for standardized tests:

- TOEFL
- GED (Non F-1)
- CITIZENSHIP CLASS (Non F-1)

COURSE NAMES	COURSE CODE	COURSE PERIOD
Beginners Level	BE101	16 weeks
Basic Level	BA201	16 weeks
Intermediate Level	INT301	16 weeks
Advanced Level	ADV401	16 weeks
Expert I Level	EXP501	16 weeks
Expert II Level	EXP601	16 weeks
TOEFL	TOEFL	16 weeks

BEGINNERS LEVEL (BE101)

GOALS AND OBJECTIVES

Listening and Conversation: By the end of the cycle, students will be able to understand simple conversations on a variety of topics. These topics cover the basic themes of everyday life, which enables students to feel more comfortable and lift the language barrier. Students also start making educated guesses in conversations by focusing on the vocabulary they know and using it to understand the general meaning of a conversation.

Grammar: After completing intro level, students have learned to make simple and sound sentences and know how to use key concepts and grammatical tools. They can use a few verb tenses, have a good foundation in vocabulary and have studied the most fundamental aspects of English grammar, which will enable them to express themselves and talk about the basic and essential topics.

Writing: Students can write short paragraphs on basic topics. They can make themselves understood but still

need to work on organizing their thoughts and expressing themselves in a coherent and stylish way.

STUDENT LEARNING OUTCOMES

- Understand frequently used spoken words, expressions and questions in familiar contexts in conversation.
- Able to correctly use learned phrases and sentences in basic and common social conversations.
- Construct limited meaning from reading materials on learned topics.
- Able to write English language numbers, letters, personal information and previously learned simple sentences and messages.

BASIC LEVEL (BA201)

GOALS AND OBJECTIVES

Listening and Conversation: By the end of this Basic Level, students are able to understand conversations on a variety of topics and said at a more natural speed. They are also able to understand different tones and accents, and their pronunciation is more refined.

Grammar: Throughout the Basic Level, students build on the knowledge acquired in the Intro Level. The most important grammatical points from Intro Level are briefly reviewed and new key concepts are introduced, such as modal verbs and more complicated verb tenses. By the end of the level, students can express their opinions, tell stories, and react to what is said.

Writing: Students learn to add depth and subtlety to their writing by using expressions, vocabulary and punctuation in a more efficient way. They are able to oppose, compare and contrast ideas, develop opinions and be more organized.

STUDENT LEARNING OUTCOMES

- Express limited understanding of spoken English in familiar contexts.
- Able to engage in simple conversations in English in a variety of common and basic social situations.

- Determine the meaning of new words by applying basic word analysis and vocabulary development skills.
- Recognize new words using visual clues in simplified reading material.
- Produce grammatically correct sentences in a short loosely organized paragraph.

INTERMEDIATE LEVEL (INT301)

GOALS AND OBJECTIVES

Listening and Conversation: By the end of this level, students can understand everyday conversations and talk about them in a very comfortable way. Their English also enables them to briefly discuss more intricate topics and share their opinions on them.

Grammar: At this level, students learn about and how to use a variety of modals, which makes their English sound more "natural" and idiomatic. They can also express themselves using almost any verb tense. They still make mistakes but it doesn't prevent them from being understood by native speakers. Students are getting closer to fluency.

Writing: After completing the Intermediate Level, students can write on a variety of topics and can do so in a fairly organized, coherent way. Good grammar skills and knowledge in vocabulary have been acquired and therefore, they can focus on developing technical skills in the next level.

STUDENT LEARNING OUTCOMES

- Comprehend spoken English in extended conversation containing some unfamiliar words in familiar contexts.
- Participate in increasingly extended conversations about topics beyond survival or routine activities.
- Differentiate between fact and fiction in simplified reading material and some authentic material using a variety of word analysis skills to determine the meaning of new words.
- Organize relevant ideas and appropriate details into one or more clearly organized paragraph in a report or personal correspondence

ADVANCED LEVEL (ADV401)

GOALS AND OBJECTIVES

Listening and Conversation: By the end of this level, students are able to understand and follow long, fast paced conversations on difficult topics. Their vocabulary knowledge enables them to understand complicated words and concepts.

Grammar: After completing level 3, students are considered fluent due to the variety of tools they have to express themselves. They can express their opinions and thoughts on almost any topic. They're able to discuss, hold debates, and defend their opinions by giving sustainable arguments and detailed presentations.

Writing: Students' writing is more organized, clear and has minor mistakes. Their language skills reflect the subtleties and hues of the English language.

STUDENT LEARNING OUTCOMES

- Understand essential information in spoken English in extended conversations, lectures, or speeches.
- Engage in conversations and interviews in familiar and some unfamiliar contexts using appropriate syntax and level of formality.
- Interpret authentic reading materials on common topics and interpret the meaning of readings on specialized topics.
- Able to produce a brief compositions or reports with relevant ideas with clearly organized ideas and control of basic grammatical patterns.

EXPERTS I LEVEL (EXP501)

GOALS AND OBJECTIVES

Listening and conversation: By the end of this level, students are able to talk about and discuss complicated issues and topics and express their opinions in a sophisticated manner. They can follow any kind of discussions and adapt to the speaker's style.

Grammar: In this level, students refine knowledge that they have already acquired in previous levels.

Writing: This level puts the emphasis on writing. Students learn about writing techniques with the ultimate goal to be able to define and write logical, well organized essays. This level prepares them for more important exams, such as the GED or the TOEFL.

STUDENT LEARNING OUTCOMES

- Understand descriptive and factual material in spoken English.
- Engage in casual and extended conversations with increasing fluency and control of grammatical patterns.
- Comprehend authentic reading materials on abstract topics in familiar contexts as well as descriptions and narrations of factual material.
- Able to write compositions on familiar material using complex grammatical patterns accurately.

EXPERTS II LEVEL (EXP601)

GOALS AND OBJECTIVES

Listening and conversation Students will be able to not only understand and talk about a variety of topics that range from the mundane to academic circles of discussion, but students will also be able to analyze such discussions as well as express their related opinions in well-organized presentations or debates.

Grammar Students review and refine structures that have been learned in previous levels in addition to using and understanding more complicated and formal forms of the language.

Writing Students will be able to write compositions in a variety of styles in addition to essays with thesis statements and well organized supporting paragraphs that include supporting details and evidence in relation to any topic. Students will be able to support their own opinions and ideas as well as argue those of others. This level prepares students with structures that are associated with any form of higher education such as undergraduate, post graduate programs.

STUDENT LEARNING OUTCOMES

- Understand descriptive and factual material in spoken English.

- Engage in casual and extended conversations with increasing fluency and control of grammatical patterns.
- Comprehend authentic reading materials on abstract topics in familiar contexts as well as descriptions and narrations of factual material.
- Able to write essays and compositions on familiar material using complex grammatical patterns accurately and appropriate essays structures.

TOEFL PREPARATION

GOALS AND OBJECTIVES

Students completing the TOEFL test preparation course will be able to use advanced listening, grammar, and reading skills in academic courses in the university by demonstrating an understanding and application of all English skills.

STUDENT LEARNING OUTCOMES

- Demonstrate an understanding of basic to advanced listening skills in general conversations.
- Demonstrate an understanding and application of common idioms and expressions in daily conversations.
- Demonstrate an understanding and application of advanced level vocabulary words in conversations and academic lectures.
- Demonstrate an understanding of how to answer multiple-choice questions to measure the ability to understand main ideas, details, inferences, organization of information, and the speaker's purpose and attitude within daily conversations and academic lectures in university courses.
- Demonstrate an understanding of advanced speaking skills in general conversations such as asking for clarification, organizing a response, and supporting an opinion.

GRADUATION REQUIREMENTS

The following are the requirements before students' graduation:

1. Students must have had an accurate and complete registration.
2. Students must have fulfilled their financial obligations.
3. Students must have received 80% or higher on their overall attendance.
4. Students must have reached or completed the expert II level regardless of the started level of instruction.
5. Students must have received 80% or higher on their overall academic classes.
6. Students must have completed their final achievement test with a minimum score of 80% in all skills (listening, reading, writing, speaking and grammar).
7. Students must have had a final interview with the Academic Director.
8. Students must have been in good F-1 status standing.

After Graduating

- Students can continue with the TOEFL preparation for college, master degrees or any other post degrees score requirement to be admitted by a University or College of their preference. American One will offer a support program in regards to any post high-school education preparation such as college level writing, presentations, and lecture listening.

STUDENT SERVICES

- Academic Advising
- Help Desk
- Tutoring (if available)
- Internet
- Computer Lab
- Calendars (posted in classrooms, upon request)
- Class Supplies (Textbooks, workbooks and other texts) *price not included in tuition
- Events (in class parties, holiday events)*optional
- Lost and Found Box
- Parking

- Academic Counseling
- Placement Test
- Public Transportation bus pass *optional
- Scholarships (if available)
- Student Catalogue
- Students syllabus
- Transcripts
- Certifications
- Bus Pass (offered by UTA)
- Personal Identification Card (*If bus pass)
- Class Audio CDs *price not included in tuition
- Testing Center
- Conference room

STUDENT FACILITIES

Tutoring for Students:

The purpose of tutoring is to help students help themselves, or to assist or guide them to the point at which they become an independent learner, and thus no longer need a tutor. We tutor students with any point of grammar, listening comprehension, reading comprehension, pronunciation or others.

Computer Lab for Students:

Our computer lab is used for achievement tests, students' internet research for language purposes. English video-movie activities, listening activities, and the English language practice. Our computer lab is provided by our school to students who attend our institution.

Library Lab for Students:

We have a Library Lab with a collection of English language books of information and similar resources to help students find information of their own personal interest. We made it accessible for all levels of the language. Students can access any books related to the language and study in our facility. We provide tables, chairs and other comfortable resources for a good environment of studies.

Conference Room for Students:

Students have access to our conference room. The conference room is used for students' presentations of topics learned in class, students' debates, and parties such as (Valentine's Day, Halloween, Birthdays and others).

Play room

Students can use the play room located in the front part of the building in the south side of the school. Student use the table games with care and during break time.

Cafeteria

Students can purchase snacks, drinks and others at the cafeteria in the first floor. Student can sit and be served at the location. Students cannot take drinks or food in the classrooms except water.

Students Bus Pass

Students can purchase the bus pass from the front desk, no additional charges will be apply under the agreement with UTA (Utah Transit Authority). The bus pass has to be accompanied with an ID from the school, this is mandatory.