



SCHOOL'S CATALOGUE

F-1

2018



INDEX

| | | | |
|--------|--|---------|--|
| Page 1 | INDEX | | |
| Page 2 | Mission Statement Philosophy Statement Schools Administration Officers Schools Contact Information | Page 9 | ACADEMIC POLICIES Following your complaint Class Academic Trimester Policy Grading Policy |
| Page 3 | POLICIES AND AGREEMENTS Maintaining your status F-1 Arrival Education Talk with your DSO Failing to maintain status | Page 10 | Testing Policy Review of Progress Report Vacation Policy Request Vacation Policy |
| Page 4 | ADMISSION REQUIREMENTS POLICIES Application Process Pre-arrival Enrollment Process Arrival Receive Complete and Accurate Information Application for Admission Form Application fee Tuition Placement Test | Page 11 | FINANCIAL POLICIES Students Tuition & Fees Semester Agreement Yearly Agreement Contract Tuition Contract termination Refund Application for Admission Refund Contract Description |
| Page 5 | Student’s Orientation Copies of Enrollment and Materials ATTENDANCE POLICY Full course of study Attendance Policy | Page 12 | COURSES OFFERED Beginners Level Description Basic Level Description |
| Page 6 | Criteria for Attendance Policy Probation Policy Expulsion Policy Suspension Policy Transfer Policy | Page 13 | Page 14 Intermediate Level Descriptions Advanced Level Description Expert I Description |
| Page 7 | Classroom Policy | Page 15 | Expert II Level Description TOEFL Description |
| Page 8 | School Activity Policy Open Door Policy Citizenship Issues Policy Use of Photograph Policy Assumption of Risk Policy Complain Handling Policy | Page 16 | Page 16 Graduation Requirements STUDENT SERVICES Tutoring for Students Tutoring for Students Computer Lab for Students Library La for Student Conference Room for Students Conference Room for students Students Bus Pass |
| | | Page 17 | |



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.

PRESIDENT

Victor M. Ochoa

SCHOOL OFFICERS

Victor M. Ochoa, *School’s Advisor*

Jenny Arce, *School’s Advisor*

Elena Ochoa, *Account Assistant*

ADMINISTRATIVE RESPONSABILITIES-TEACHERS

Teresa Fletcher, *Self-study Coordinator-Accreditation*

Angela Whisler, *Curriculum Director*

Elisa Sibilia, *Lead-instructors*

INSTRUCTORS (May vary)

SCHOOL CONTACT INFORMATION

Main Office: 801-839-2222

Fax Number: 801-839-2222

Admin Email: admission@americanone-esl.com

School Officer Emails:

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

School Website: www.americanone-esl.com

Emergency Contact: 801-602-9630

Address: 1918 West 4100 South Suite 200
West Valley City, Utah – 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.

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% |
| Tardies | = minus 1% per minute |
| Absence | = zero |

Students must attend 20 hours/per week class and 320 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 passed 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 to 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 entitled 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. Mid terms 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 dismiss 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.

Contract Agreement, is made this day of _____, by and among (BORROWER: student name) _____ () initials (hereinafter, known as "BORROWER") and THE SCHOOL American One English Schools, a INC organized under the laws of the State of Utah (hereinafter, known as LENDER: "AMERICAN ONE ENGLISH SCHOOLS, INC"). STUDENT and A1 shall collectively be known herein as "the Parties". In determining the rights and duties of the Parties under this Contract.

CONTRACT AGREEMENT

FOR VALUE RECEIVED, STUDENT promises to pay to the order of AMERICAN ONE, the sum of \$ _____ dollars together with interest thereon at a rate of 0% percent (%) per nun on the unpaid balance with interest to be compounded annually (hereinafter, "the Loan Amount"). The entire outstanding Loan Amount shall become fully due and payable by

STUDENT within 4 months of receipt of written demand by STUDENT from AMERICANA ONE or any subsequent assignee of this note. The method for making a proper "demand" upon STUDENT is set forth below.

ADDITIONAL CONTRACT TERMS

The BORROWER (Students) and LENDER (American One English Schools, hereby further set forth their rights and obligations to one another under this Loan Agreement and Promissory Note and agree to be legal bound as follows:

Contract Loan Terms.

A. BORROWER may make payment(s) to LENDER in amounts and at times as it chooses upon the Loan Amount, including accrued interest, until such time as LENDER shall make a demand upon BORROWER for repayment at which time BORROWER shall repay to LENDER the entire Loan Amount (including principal and all accrued interest).

B. Demand by Lender. This is a "demand" loan agreement and promissory note under which BORROWER is required to repay in full the entire outstanding Loan Amount within 4 months of receiving a written demand from LENDER for full repayment of the Loan Amount. Delivery of written notice by LENDER to BORROWER via U.S. Postal Service Certified Mail shall constitute prima facie evidence of delivery. For mailing of said notice, LENDER shall use BORROWER'S address as stated below in the portion of this agreement pertaining to default.

C. Method of Loan Payment. The BORROWER shall make all payments called for under this loan agreement by sending check or other negotiable instrument made payable to the following individual or entity at the address indicated:

AMERICAN ONE ENGLISH SCHOOLS, INC
1918 W 4100 S, 84119, Suite 200 WEST VALLEY, UTAH-84119

If Lender gives written notice to Borrower that a different address shall be used for making payments under this loan agreement, Borrower shall use the new address so given by Lender.

D. Default. The occurrence of any of the following events shall constitute a Default by the Borrower of the terms of this loan agreement and promissory note:

- 1. Borrower's failure to pay any amount due as principal or interest on the date required under this loan agreement
- 2. Borrower seeks an order of relief under the Federal Bankruptcy laws
- 3. A federal tax lien is filed against the assets of Borrower

E. Additional Provisions Regarding Default:

1. Addressee and Address to which Lender is to give Borrower written notice of default:

If Borrower gives written notice to Lender that a different address shall be used, Lender shall use that address for giving notice of default (or any other notice called for herein) to Borrower.

2. Cure of Default. Upon default, Lender shall give Borrower written notice of default. Mailing of written notice by Lender to Borrower via U.S. Postal Service Certified Mail shall constitute prima facie evidence of delivery. Borrower shall have 15 days after receipt of written notice of default from Lender to cure said default. In the case of default due solely to Borrower's failure to make timely payment as called for in this loan agreement, Borrower may cure the default by making full payment of any principal and accrued interest (including interest on these amounts) whose payment to Lender is overdue under the loan agreement and, also, the late-payment penalty described below.

3. Penalty for Late Payment. There shall also be imposed upon Borrower a \$25.00 penalty for any late payment one (1) business day computed upon the amount of any principal and accrued interest whose payment to Lender is overdue under this loan agreement and for which Lender has delivered a notice of default to Borrower. If the agreement calls for monthly payments of \$_____ upon the first day of each month and Borrower fails to make timely payment of said amount, Borrower (after receipt of a default notice from Lender) shall be liable to Lender for a penalty of (i.e., \$ x 25%) and, to cure the default, the Borrower must pay to Lender the overdue loan amount of \$_____, interest upon the overdue loan amount, and a penalty of \$_____.

4. Acceleration. If the Borrower fails to cure any default on or before the expiration of the fifteen (15) day cure period that starts on the date Borrower receives written notice from Lender that an event of default has occurred under this loan agreement, the entire unpaid principal, accrued interest, and penalties under this loan agreement shall accelerate and become due and payable immediately.

5. Indemnification of Attorneys Fees and out-of-pocket costs. Should any party materially breach this agreement, the non-breaching party shall be

indemnified by the breaching party for its reasonable attorneys fees and out-of-pocket costs which in any way relate to, or were precipitated by, the breach of this agreement. The term "out-of-pocket costs", as used herein, shall not include lost profits. A default by Borrower which is not cured within 15 days after receiving a written notice of default from Lender constitutes a material breach of this agreement by borrower.

F. Parties that are not individuals. If any Party to this agreement is other than an individual (i.e., a corporation, a Limited Liability Company, a Partnership, or a Trust), said Party, and the individual signing on behalf of said Party, hereby represents and warrants that all steps and actions have been taken under the entity's governing instruments to authorize the entry into this Loan Agreement. Breach of any representation contained in this paragraph is considered a material breach of the Loan Agreement.

G. Integration. This Agreement, including the attachments mentioned in the body as incorporated by reference, sets forth the entire agreement between the Parties with regard to the subject matter hereof. All prior agreements, representations and warranties, express or implied, oral or written, with respect to the subject matter hereof, are hereby superseded by this agreement. This is an integrated agreement.

H. Severability. In the event any provision of this Agreement is deemed to be void, invalid, or unenforceable, that provision shall be severed from the remainder of this Agreement so as not to cause the invalidity or unenforceability of the remainder of this Agreement. All remaining provisions of this Agreement shall then continue in full force and effect. If any provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope and breadth permitted by law.

I. Modification. Except as otherwise provided in this document, this agreement may be modified, superseded, or voided only upon the written and signed agreement of the Parties. Further, the physical destruction or loss of this document shall not be construed as a modification or termination of the agreement contained herein.

J.TERMINATION REFUNDS: "Termination" means leaving the course once you have registered for classes and the course has begun. You have the right to terminate anytime and return to your home country. 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 they terminate their program. Any exceptions must be approved by the Executive Director.) Student must also fill out an Official Withdrawal Form as well for this to take effect.

| | | | |
|--------------|-----------------------|---------------------------------------|-----------------------|
| Day 1 | 85% of tuition | Day 4 | 40% of tuition |
| Day 2 | 70% of tuition | Day 5 | 25% of tuition |
| Day 3 | 55% of tuition | Of total amount = FULL TUITION | |

K. Exclusive Jurisdiction for Suit in Case of Breach. The Parties, by entering into this agreement, submit to jurisdiction in State of Utah for adjudication of any disputes and/or claims between the parties under this agreement. Furthermore, the parties hereby agree that the courts of State of Utah shall have **exclusive** jurisdiction over any disputes between the parties relative to this agreement, whether said disputes sounds in contract, tort, or other areas of the law.

State Law. This Agreement shall be interpreted under, and governed by, the laws of the state of Utah.

IN WITNESS WHEREOF and acknowledging acceptance and agreement of the foregoing, BORROWER and LENDER affix their signatures hereto.

LENDER(S)
AMERICAN ONE ENGLISH SCHOOLS, INC _____
BORROWER(S)
Student Name (_____) _____

American One English Schools, INC
Loan Agreement and Promissory Note

- A. Read the entire contract carefully, but we suggest that you pay special attention to payment terms.
- B. We recommend that you execute an original of this Loan Agreement for each party who signed.
- C. For advice regarding the tax implications of loan transactions, consult with a tax accountant or lawyer before entering into this agreement.

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).

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.