

# F-1 Student's Catalogue



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## 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 Officers

### PRESIDENT

Victor M. Ochoa

### SCHOOL OFFICERS

Victor M. Ochoa, *PDSO*  
Keveny Karen Ferreira Silva, *DSO*  
Elena Ochoa, *Account Assistant*

### ADMINISTRATIVE RESPONSABILITIES-TEACHERS

Teresa Fletcher, *Self-study Coordinator- Accreditation and Academic Director*  
Angela Whisler, *Administrative Assistant*  
Nathan Larsen, *Lead-instructor*

### INSTRUCTORS (May vary)

### OFFICE MANAGER

Alex Trujillo

### School Contact Information

Main Office: 801-839-2222

WhatsApp Number: 385-302-4713

Admin Email: [f1@americanone-esl.com](mailto:f1@americanone-esl.com)

School Officer Emails:

- [victor.ochoa@americanone-esl.com](mailto:victor.ochoa@americanone-esl.com)

- [dso@americanone-esl.com](mailto:dso@americanone-esl.com)

- [teresaf@americanone-esl.com](mailto:teresaf@americanone-esl.com)

School Website: [www.americanone-esl.com](http://www.americanone-esl.com)

### Emergency Contact: 801-602-9630

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

## POLICIES AND AGREEMENTS

### Maintaining 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 students can be terminated from their F-1 status. Not all terminations are negative. We 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 \$250 (nonrefundable), F1 students visa approvals receive \$250 in a form of credit in their first semester of registration.
4. Copy of Passport or Photo Image and Information
5. Complete the Affidavit of Financial Support Form
6. Sign and Notarize the Affidavit form (if applicable)
7. Bank Statement, Proof of Economic Solvency
8. Payment for express mail (if applicable)
  - 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 student visa.

### **Enrollment Process Arrival**

1. Receive Complete and Accurate Information
2. Copy of 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 most importantly the full cost of tuition and materials. 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.

## **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 the acceptance letter and other documents that are sent to their home countries if necessary, or documents can be sent by email as long as permitted by DHS. 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 (PT) at the time of registration as a proof of their level of English accuracy. Students can request to attend lower or higher levels of the program regardless of the PT's scores but only if approved by the school's academic director who assures accuracy of the request. Students are tested on:

- Grammar
- Listening
- Reading
- Writing

### **Students' Orientation**

Students must read and understand the school's policies and agreements as best as they can. The school's advisor, DSO or the president will conduct the orientation and take the time to explain all policies related to academics and financials. F-1 rules related to immigration for international students to maintain status will be provided. F-1 students must attend the in-person or on-line orientation (on-line if available). It is the responsibility of F-1 students to be familiar with all policies and rules of their F-1 program. Orientation will be conducted mainly in English. Orientation in other languages will be provided as needed if available. Students who do not attend the orientation must look for an advisor for question related to policies. School's policies are posted on-line and available in the school's platform "myschool".

### **Copies of Enrollment and Materials**

The students must receive their schedule, materials for class, document agreements and a catalogue of the school at the time of enrollment. The students should request a catalogue if needed.

### **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 dependents on their own because of the high cost of health services in the U.S.A. In case 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 a health plan or insurance at your convenience. Information about health insurance references is provided on-line on the school's platform "myschool".

### **Housing for F-1 Students**

Students can apply for home-stay with American One English Schools or find their own place at their convenience. We do not require housing as part of the school's admission application or enrollment. Students who choose to live with a home-stay provided by the school, they must sign all related housing contracts and must understand the rules and procedures. Student will pay \$100 for the 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. Attendance is an independent grade which is not part of your overall grading. F-1 students must attend above 80% of their classes to be able to comply with the requirement of SEVP attendance policy to remain in a legal status in the United States. The attendance policy is tied to vacation request policies. If a student is absent for class, the student 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 the student will not attend class ahead of time only in cases of health problems or emergencies. The following should be considered:
  - The student must discuss with the teacher to make up any assignments or for the improvement of grades.
  - For each minute late to class, a student will drop 1% on her/his attendance grade.
  - If a student is more than 30 minutes late to class, they will receive a zero for that day.
  - 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.

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

### **Online Attendance Policy**

In case of natural disasters or similar. Federal, state or local government, might mandate limitation on in-person instructions therefore restriction to meet in-person. Students will be required to attend classes on-line. For that to happen please see the following policies.

- Students must be connected on-line via any platforms indicated by the instructor.

- Students should turn cameras-on to be present in class.
- Live cameras are encouraged.
- Students should notified the teacher if the student's Laptop camera is not available. The students might be allowed to use their phone cameras or other similar devices with or without a camera.
- Students are encouraged not to be in movement such as driving or walking while connected as it can caused distraction to the class at the moment of participation or activities indicated by the instructor.
- Students who do not respond and shown to the instructor while connected will be considered absent even if the camera is on unless excused by the teacher.
- Students are encouraged to have reliable internet connection and a laptop for a proper class setting. Internet problems might affect your grades.
- Students can be connected to class at anytime during class sessions. However, this might affect your grades per attendance policy.
- Students are not to be dismissed from class for being late or for not having the ideal device.
- Students who followed the encouraged criteria for a proper on-line class setting such as having reliable internet and cameras on might be considered for bonus points or make up attendance at the discretion of the instructor.

### **Criteria for Attendance Policy**

1. Students have to attend classes regularly.
2. Students cannot receive any absences permission from a school's advisor; they must speak with their teacher to be excused from class.

3. F1 students have to attend at least 80% of their classes in order to request vacation after studying 2 consecutive semesters or equivalent or 8 months. Attendance is not part of their overall grading.
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 who do not comply with the requirements of attendance by SEVP 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 official of the school a DSO 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 official or DSO will follow up the student's attendance and review the progress academic report for the next 4 consecutive weeks to comply with the student's probation.

- If students fail to comply with the probation policy as agreed, their F-1 student status will be terminated immediately.
- If a student who is in probation status decides to transfer to a different SEVP approved institution, their records will be transferred in terminated status.

- Students who wish to transfer to a different SEVP approved institution must not be in a probation status.

#### **Expulsion Policy**

- Students who are in probation for two consecutive semesters will be dismissed from school and their student status will be terminated.
- Students who do not attend for 2 consecutive weeks and do not report to the DSO or the school, their student status will be in jeopardy and might be terminated.  
(If terminated, reinstatement or leaving the US will be required).
- Students who commit crimes and are reported by the court of justice, their student status will be terminated immediately.

#### **Suspension Policy**

Students can be suspended for many reasons; the most common situation is when the student breaks the conduct of 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**

- To transfer in to our institution, students must be in good standing on their F-1 status to be eligible for a transfer. If a student is in out of status standing, we will advise the student to apply for reinstatement or to leave the country. - The student can request a new I-20AB from American One for that matter.
- Students can transfer to other SEVP institutions only if they have complied with the attendance requirements and their financial obligations according to the school's policies and contract.



SEVP regulations state: "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 to their classmates. No cell phones, mp3 players, iPods, tablets, or other such materials are allowed in class unless authorized by the teacher. Food or drinks are not allowed in the classroom, except water with the permission of their teachers. -- Students are not to speak any other languages in class. English is what students are learning thus English is what will be spoken throughout all classes. As part of the students' attendance, materials for classes are requested.

### **Grades and Certificate**

Teachers must report about attendance, grades and progression to their respective students every month. Once students complete with a satisfactory academic and attendance grade, a certificate will be issued at the end of the current academic semester.

### **Schedule or change of level**

- Students who wish to change their schedule (morning/evening) must speak with the advisors first.
- The advisor will let the student know if there is availability in the new desire class.
- If there is availability for a change of class, the student must fill out a change of schedule of level form, then make an appointment with the academic director to explain the reasons of that request for a class change. If the academic director approves the change, then the student can be moved to the new class.
- Students will be required to do a placement test to move up or down levels.
- Students must pay a fee for a change of schedule or level fee to cover administrative expenses for that process.

### **Students Behavior**

- Students are not to be racist, off-color, discriminatory of economic condition or make jokes that will make any one person or persons feel uncomfortable. Harassment or bullying in any form is unacceptable and will be reported to the office.
- Students can be asked to leave the school if any harassment, bullying 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 a complaint electronic form or direct your concerns or complaints to the official or academic director.

### **School Activities Policy**

- The school will be closed and no classes will be held on all major holidays. (See student calendar on myschool) The school does have some activities that will be announced 1-2 months prior to the activity. Most of these activities are not mandatory, 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 available to schedule assistance of tutoring per request if available.
- Students must sign a waiver before activities in case of injures or accidents that might happen during activities.

### **Open Door Policy**

If students have any concerns, or questions, they should talk to the teacher first. 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. (Ask office for more information)

### **Citizenship Issues Policy**

- Please respect all staff 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 or credits will be given to students for these types of situations.
- The parking lot is used by our staff and students, please do not leave purses or valuable belongings in your vehicle.
- Students will be responsible for leaving valuable belongings in their cars in case of thefts at their own

- expenses. The school will not be responsible for damages that may be caused at the parking lot. –
- Students should be respectful when parking as to stay within the lines.
  - If any activities inside or outside of the campus are suspicious, they are to be reported to the office immediately.
  - Plagiarism is illegal and ground for dismissal from the school and no refunds or credit 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 about, we want the students to let us know verbally or in a written statement about the issue. We have an electronic complaint(s) form to be filled 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 allotted time. We encourage you to give us the opportunity to resolve the problem(s).

#### **Following your complaint(s):**

1. We will contact you immediately right after receiving your complaint.
2. We will then investigate your complaint and discuss it. This will normally involve passing your complaint to the person in charge of the matter 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 to 1 semester vacation after completing satisfactory 2 consecutive semesters.
- A level change can be requested after each semester, based on the individual student's score. You must have 80% or higher on academics to request to be moved up to the next level.
- 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 classes begin.
- Grade reports are posted 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. You must have a score of 80%, or a letter grade "B" 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: writing assignments, listening assessments, reading assignments, quizzes, and homework. Attendance and participation is independent from partial or final grading.
- 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 = Lessons 1-12 or 1-16
  - Weekly Grades 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 after each semester.

### **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 after lesson 6 of each level and a final test at the end of the completed course. Students who receive 80% or lower on any two consecutive final grade reports will report to the Academic Director or another official from the school.
- 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 academic 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 taken in that specific level. If a student receives an academic grade above 80% they will be issued a certificate of achievement stating that they have passed that level. This is given only if they did not have any two consecutive unit academic 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 student scores lower than 80% in two block grading reports, they will meet with the official of the school or the Academic Director. If reinforcement is needed, tutoring will be available for support if available.

- 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.

### **Repeating Levels Policy**

Students are allowed to repeat a level a total of three times as long as they improve their scores each time. For example, if a student obtains an academic report of 70% overall for the first time taking the current level, the student can repeat as long as the student improves with his /her overall score (ex. 75%). the student cannot have the same academic grade or below their initial 70%. Students need to show improvement, otherwise they will not be allowed to repeat a third time the same level of instruction. If the issue is related to attendance in the case of F-1 students. The student will not be eligible for repeating the current level. The student will be dismissed by the school and his/her student status will be terminated immediately according to the attendance policy.

### **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>)”*

*The students who registered after the second week of classes will need to study for one full month to complete*

*the period of 8 months to apply for vacation.*

### **Request Vacation/Absence Policy**

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

**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.

Students during approved medical leave must sign the contract for the current semester and pay tuition (noexceptions will be applied).

**Contract Termination Refunds (Tuition)**

“Termination” means leaving the course once you have registered for classes. You have the right to terminate your contract at any time 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 <sup>st</sup> payment:	\$	Date:
2 <sup>nd</sup> payment	\$	Date:
3 <sup>rd</sup> payment:	\$	Date:
4 <sup>th</sup> 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 2<sup>nd</sup> and possibly the 3<sup>rd</sup> 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 (fours) :15% of the total cost of tuition  
 Termination of Agreement day 5 (five) : 5% of the total cost of tuition  
 After the 5<sup>th</sup> 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 accomplish 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
- Experts Levels

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**

1. Students will learn how to spell their names by learning the alphabet in English.
2. Students will improve their ability to greet people in English and answer basic questions.
3. Students will write simple sentences using the verb BE in the present and future.
4. Students will increase their knowledge of English vocabulary by learning groups of words daily.
5. Students will strengthen their ability to create questions in English using the WH words.

## **STUDENT LEARNING OUTCOMES**

Students will:

1. Demonstrate comprehension of simple words and phrases through face-to-face conversations used in common everyday contexts
2. Ask grammatically structured questions related to basic needs and respond appropriately using short phrases and sentences.
3. Use words that signal differences between present and future in simple statements related to common activities.
4. Interpret vocabulary words and phrases in familiar contexts
5. Generate simple sentences containing learned vocabulary and using appropriate grammatical structures.
6. Write a series of simple sentences on a familiar topic.

### **Basic Level (Ba201)**

#### **GOALS AND OBJECTIVES**

1. Students will develop listening skills by listening and practicing basic conversations in English.
2. Students will expand their knowledge of English grammar by learning present continuous, simple present, simple past, present perfect, and future sentence and question construction.
3. Students will strengthen their ability to communicate orally in English by practicing pronunciation and the different grammar structures.
4. Students will improve their writing skills by writing stories in the past, making plans for the future, and writing about habits and schedules.
5. Students will develop their reading abilities by reading stories about travel experiences.

#### **STUDENT LEARNING OUTCOMES**

Students will:

1. Use chronological order when writing about daily activities or narrative paragraphs.
2. Demonstrate through face-to-face conversation understanding of simple questions and answers in standard English.
3. Participate in simple conversations dealing with basic survival needs and using Yes/No questions and Wh-questions, including questions about possessive nouns and possessive adjectives.
4. Recognize basic constructions such as subject –verb agreement in simple present/ past or present progressive tenses and the appropriate use of pronouns and making careless or inexact pronoun references.
5. Read and summarize a basic article or story in English and be able to pull out the main idea.

### **INTERMEDIATE LEVEL (INT301)**

#### **GOALS AND OBJECTIVES**

1. Students will develop their listening skills by listening to stories, descriptions of people/ places/ things, advice, and other various conversations.

2. Students will develop their reading abilities through stories about experiences, biographies, and other articles.
3. Students will attain competence in speaking English by learning to utilize descriptive language, detail past events, and offer opinions and advice.
4. Students will increase their knowledge of English grammar by refining past and continuous tenses, and learning conditional and other modal structures in addition to passive voice.
5. Students will be able to write short stories describing people and places.

#### **STUDENT LEARNING OUTCOMES**

Students will:

1. Identify the order of events in a simple narrative passage.
2. Occasionally uses time signatures and descriptive language when writing narrative paragraphs.
3. Describes a sequence of events in the past dealing with personal life with varying degrees of consistency.
4. Use specific modal auxiliaries to express ability, possibility, or suggestion; use the imperative to give orders, advice, or warnings to a limited degree.
5. Demonstrate, through face-to-face conversations, a comfortable ability to talk or ask about personal histories or describe places or people with developing fluency.

### **Advanced Level (Adv401)**

#### **GOALS AND OBJECTIVES**

1. Students will develop their writing skills by learning and creating academic paragraphs.
2. Students will strengthen their speaking abilities by discussing a variety of everyday topics including wishes, worldwide problems, damages, and services.
3. Students will increase their knowledge of English grammar by learning hypothetical tenses, modals, adverbs, and conjunctions.
4. Students will improve their understanding of naturally spoken English by listening to statements, questions, and dialogues as spoken by native English speakers.
5. Students will further develop their reading comprehension and structural analysis through topics regarding media and culture.

#### **STUDENT LEARNING OUTCOMES**

1. Develop a topic sentence and supporting sentences to write and self-edit a paragraph on a familiar topic containing minimal grammatical and informational errors.
2. Read and understand texts or materials containing familiar and unfamiliar fields of knowledge as well as seek out information from outside sources.
3. Understand passive and hypothetical structures, refine ability in past and present tenses and utilize them with moderate fluency.
4. Participate in conversations regarding abstract/hypothetical topics though



searching for appropriate word choice or grammatical accuracy may inhibit responses and limit fluency.

5. Identify ideas and arguments in listening passages on life experiences and form their own opinions to respond to comprehension questions.

### **Experts I Level (Exp501)**

#### **GOALS AND OBJECTIVES**

1. Students will improve their speaking abilities by having discussions, telling stories, and giving speeches in class.
2. Students will develop their writing skills by learning about five paragraph essay structure including an introduction and conclusion.
3. Students will strengthen their knowledge of English grammar by reviewing all English tenses, gerunds, tag questions, modals, and both relative and noun clauses.
4. Students will increase their ability to understand advanced spoken English including idioms, lectures, and stories.

#### **STUDENT LEARNING OUTCOMES**

1. Demonstrate understanding of face-to-face speech in standard English at a normal pace and with some repetition.
2. Use context clues in simple narrative or descriptive passages on familiar topics to make inferences.
3. Use prediction strategies to understand new vocabulary in context.
4. Write related sentences to form paragraphs reflecting different patterns of organization including time, order of importance, and space by using distinct groups of transition words and prepositions.
5. Expand and combine simple sentences by adding modifying words, clauses, and phrases.
6. Demonstrate understanding of the essential points when engaged in controlled conversation on topics such as narration of factual materials, description, or topics that involve familiar fields of knowledge with a minor lack of fluency.
7. Identify main ideas and key points to unfamiliar reading passages and use syntactic clues and other context clues to interpret complex sentences and unfamiliar words.
8. Evaluate the reading content for facts or opinions; make inferences by analyzing the clues to interpret the author's point of view.

### **Experts II Level (Exp601)**

#### **GOALS AND OBJECTIVES**

1. Develop reading through "how to" articles and outside sources.
2. Speaking developed via repeated oral practice that comes from passages that require refined aspects of speech as well as presentations and participating in discussions.

3. Writing is developed through various assignments that are formal academic responses (paragraphs/essays) on descriptive, analytical, or personal topics.
4. Students refine their listening skills by engaging in discussions on a variety of topics and responding with connected ideas, supported by related listening passages.
5. Students will refine their formal register and develop their informal register through regular focused practice and correction in response to reading, writing, and speaking activities.

#### **STUDENT LEARNING OUTCOMES**

Students will:

1. Read at an average native level in terms of being able to understand many topics/read a news article without feeling intimidated or frustrated. Specified or explored topics with field related vocab may be out of depth.
2. Use contractions, slang, and expressions/idioms comfortably while speaking fluently with room for minor errors.
3. Feel comfortable writing a multiple paragraph essay with regular errors, but recognizing typical English structure patterns and wording.
4. Comprehend fluid speech without much or any repetition on the part of the speaker on a variety of topics.
5. Be competent and confident in basic to advanced English grammar—only should have errors in informal language. They can recognize what is and when to use either formal or informal registers.

### **TOEFL Preparation**

#### **GOALS AND OBJECTIVES**

1. Students will develop their analytical reading abilities through 10 TOEFL reading skills and by discussing questions and their possible answers in addition to possible wrong answers. Additionally, students will read and summarize various articles to improve their capacity for general reading comprehension.
2. Students will improve their analytical listening abilities through 6 TOEFL listening skills and by analyzing not only the questions and possible answers, but also the audio passages themselves to improve their capacity for general listening comprehension.
3. Students will strengthen their speaking through 2 TOEFL speaking tasks in addition to clarifying and defending their reasons for certain answers throughout the reading and listening sections of the TOEFL course. Moreover, students will be given more opportunities to improve their speaking via

summarizing various articles and videos as well as participating in discussions.

4. Students will develop their writing skills through 2 TOEFL writing tasks as well as writing sentences for vocabulary words and reviewing basic paragraph and essay structures.
5. Students will strengthen their grammar through study of 180 vocabulary words and 6 sentence structures. Furthermore, students will be able to analyze the work and speech of other students by peer reviewing fellow students' essays and speaking samples.

### **STUDENT LEARNING OUTCOMES**

Student will:

1. Read at an introductory college level and be able to comprehend the material, find ways to understand unfamiliar concepts through context and limited use of outside resources, and answer follow-up questions with minimal wrong answers.
2. Listen to audio of any level and topic and be able to comprehend the information, take notes simultaneously, and answer follow-up questions with minimal wrong answers.
3. Speak about any topic with clear organization, structure, reasons, and examples to support their ideas.
4. Write about any topic using a variety of essay styles and sentence structures with clear explanations and minimal errors in punctuation and grammar.
5. Express themselves in a variety of forms, such as speaking and writing, with minor and inconsistent grammar and punctuation errors as well as utilize some learned vocabulary comfortably.

### **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).

### **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**

The school advises student to purchase the bus pass from authorized stores. UTA had changed their policies in regards of public bus passes. (Ask office for more information)