

# appendix

## VACATION AND LEAVE OF ABSENCE POLICY

**Vacation:** If the student has met the below requirements, the student must also meet with a student advisor to fill out a Vacation Request Form.

- Student must be in good attendance and academic standing.
- Student must not have any outstanding financial balances.
- Student must study at least 26 instructional weeks, per SEVP regulations.
- Student must complete either the Midterm or Final Exam.
- Authorized school breaks and Leave of Absence (LOA) weeks do not count towards the student's instructional weeks. Student must be in class and have earned instructional weeks.
- Students are required to place a 4-week tuition deposit to hold their class placement in order to show their intent to return to school.

**Leave of Absence (LOA)** is a temporary break in study during which time and international F student must be out of the United States, but considered to be continuously enrolled. All administrative staff must understand and convey to the student all the requirements for the leave of absence policy. The student must meet the following circumstances:

- Student must be in-status and in good standing in his/her academics and attendance.
- Student has no outstanding balances for the enrolled period.
- The leave of absence must be outside of the United States.
- The length and frequency of leaves of absences must not impeded student progress and must be reasonable within the context of the institution's curriculum.
- a. If a student's leave of absence is more than 20% of his/her enrolled quarter, he/she must repeat the course level.
- The leave of absence must not exceed five months, consistent with federal requirements.
- If the leave of absence extends beyond 5 months and has a valid visa, the student must reapply for a new Form I-20 and I-901.

## Medical Leave Policy

A medical leave is a temporary break in study for documented medical purposes during which time an international F student remains in the United States and is considered to be continuously enrolled with a reduced course load, consistent with federal regulations.

- Student must be in-status and in good standing in his/her academics and attendance.
- Student has no outstanding balances for the enrolled period.
- The length and frequency of leaves of absences must not impeded student progress and must be reasonable within the context of the institution's curriculum.
  - If a student's leave of absence is more than 20% of his/her enrolled quarter, he/she must repeat the course level.
  - Per federal regulation, student must provide medical documentation from a licensed medical doctor or clinical psychologist.
- a. If RCL for medical conditions is not adequate for meeting the needs of the student, the DSO may instead authorize a temporary absence. The DSO would terminate the student's Student and Exchange Visitor Information System (SEVIS) record for authorized early withdrawal and the student would need to depart the United States within 15 days.

- When the student is ready to return to their program of study, the DSO would submit a correction request in SEVIS to return the student's record to Active. The student's absence should not exceed five months.

The request will be given to an administrative staff member for review, which will be approved or denied within 3 business days. If a leave of absence or medical leave is approved, the roster will be updated with the mark for "LOA" and dates by the student's name.

**Eligibility to Transfer:** Student must have maintained his/her status as an F-1 student in order to transfer to another school.

- Student must be in status, and in good standing in his/her academics and attendance.
- Student has no outstanding balance.
- Acceptance Letter from an SEVP – Certified school
- Student must continue in the program until the next school term start date. Failure to do so will result in an unauthorized early withdrawal termination.
- While the student is still active at American English College, he/she must continue to maintain good academic (70% or over) and attendance (80% or over) standing prior to the transfer release date. Failure to do so will result in a termination.

## Sample Schedule of Total Charges for Period of Attendance

### INTENSIVE ENGLISH PROGRAM (28 CLOCK HOURS)

Total Program Clock Hours = 3360 clock hours

Tuition: \$27,750

Textbook: \$2350

Activity: \$350

Total: \$30,450

### SEMI - INTENSIVE ENGLISH PROGRAM (18 CLOCK HOURS)

Total Program Clock Hours = 1944 clock hours

Tuition: \$17,415

Textbook: \$1215

Activity: \$315

Total: \$18,945

### TOEFL PREPARATION PROGRAM (20 CLOCK HOURS)

Total Program Clock Hours = 240 clock hours

Tuition: \$1,795

Textbook: \$155

Activity: \$35

Total: \$1,985

## CANCELLATION OF AGREEMENT

"STUDENT'S RIGHT TO CANCEL": The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

**REFUND POLICY:** An institution that does not participate in the federal student financial aid programs shall do all of the following:

(a) Our institution advises each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. (b) We shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. (c) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education. (d) American English College's refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance.

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The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. (e) The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. Students completing more than 60 percent of the enrolled classes are not eligible for a refund.

Procedure: To cancel the enrollment agreement or withdraw from the institution, you must:

- a. Notify the institution in writing or by student conduct – i.e. student's lack of attendance, school terminates your enrollment
- b. Qualify for a refund if you have completed less than 60% of the period of attendance

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

## **COPYRIGHT LAW**

Students who infringe upon copyright policies will face civil and criminal liabilities for unauthorized use/distribution of materials.

## **RETENTION OF STUDENT RECORDS POLICY**

Per BPPE Regulations, 94900. (a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(1) The degree or certificate granted and the date on which that degree or certificate was granted.

(2) The courses and units on which the certificate or degree was based.

(3) The grades earned by the student in each of those courses.

Also, per BPPE Regulation, 71930. Maintenance of Records:

(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.

(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

American English College shall retain all paper documents for a minimum of seven years. This applies to all student records, personnel records, and documents associated with governmental agencies. Computer records, specifically student transcripts, will be permanently maintained. This requirement meets or exceeds all present Federal or State requirements.

## **FERPA**

American English College guarantees students the right to access their records and the release of their information, in accordance with the Family Education Rights and Privacy Act (FERPA).

## **Student Performance Fact Sheet**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

### **Student Tuition Recovery Fund Disclosures.**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste. 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

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

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

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

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

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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