



TRANSWORLD SCHOOLS CATALOG

551 Sutter Street

San Francisco, CA 94102

(415) 928-2835/ Fax: (415) 928-0261

Email: info@transworldschools.com

Website: www.transworldschools.com

(4/10/18-12/31/18)

**ENGLISH LANGUAGE
PROGRAM**

TABLE OF CONTENTS

Introduction & Mission Statement	3
Application Process and Visa Information	4
English Language Courses and Fees	5
Director and Faculty/Instructors	15
Accommodation	16
Transworld Teaching Facility	18
Transportation	18
ESL Student Policies for Admissions, Grading, Cancellation, Refund & STRF	19
Student Complaint Procedure	26

Transworld's Mission:

The Mission of Transworld's ESL program is to provide quality instruction in English language to non-native speakers of English to enable them to increase their ability to comprehend and communicate in English language and to use it in their lives and education.

ESL Program:

We asked you what you wanted in an English language course and you told us.

You want a clearly structured program that allows you to identify your individual language needs and provides you with the appropriate learning methods and tasks to help you improve and excel. You want to be challenged without being overwhelmed, and although you are willing to work hard, you want your lessons to be interesting and fun. You need to learn a lot quickly, but you also want time to relax, make friends, and enjoy the city. You would like quality instruction in attractive surroundings at a cost that you can afford. You have serious language goals for future study and work and you are looking for a program that will ensure your success.

Transworld has designed a highly effective program that combines language immersion focused on speaking and listening skills with a comprehensive foundation in grammar and vocabulary. We present you with a variety of learning techniques, materials and activities that appeal to your individual learning style, level and interests. In addition to your core classes, you can choose elective classes in Pronunciation, Idioms, TOEFL® Preparation, TOEIC, IELTS and Cambridge Examination Preparation, Academic and University Skills, Business English, Creative Writing and American Culture, Theater and Film. An enormous advantage of Transworld's unique program is that you have the opportunity to team up with our American native-speaker students to practice your English communication skills in realistic everyday situations.

You will take a placement test on your first day of school and meet with an advisor to discuss which type of course and level best suits your study needs. You and your teacher will work in partnership to keep your progress on track and ensure maximum program rewards. You will take a test at the end of your course and receive a Transworld Certificate detailing your English language proficiency.

Our dedicated support staff is available to assist you with pre-departure information and preparation, and course choices, accommodation and after class activities once you are here. We also provide expert university and college placement advice and application assistance, and can arrange unpaid internship positions in local businesses to give you valuable work experience.

Application Process and Visa Information

All international students studying in the USA must have an F-1 Student Visa. Transworld Schools is authorized by Federal Law to issue a Certificate of Eligibility for the I-20 Form for the F-1 Student Visa. Transworld provides a personal admissions service for all students. If you have any specific visa or travel related questions or concerns [please email us](#).

If you wish to transfer into Transworld from another program, please contact us for a Transfer Form. If you wish to change your status to F-1, we can assist you with filing the application.

Where to Start

1. Submit a completed Transworld Application Form for ESL
2. Pay the application fee and course tuition
3. Provide evidence that you have sufficient funds to cover your full course of study plus living expenses while enrolled in your Transworld program (Tuition plus living costs of a minimum of \$1000 for each month of study)
4. Submit your High School Diploma, University Degree, or English Language School Certificate or transcript.

Qualifying for a Student Visa

Once Transworld has issued you with a Certificate of Eligibility/I-20 form, you will need to make an appointment with the American Embassy or Consulate in your country of residence. Although it is possible to apply for a visa in another country, the visa application process is usually easier in your country of residence. You will need to schedule sufficient time to apply for your visa before leaving your country. All applicants should be prepared to provide pertinent documents such as academic records, financial information and personal background information when being interviewed by the consulate.

When You Arrive in the USA

When you arrive in the USA (at the airport or border), you must show your I-20 Form to the Immigration Officer. Immigration will stamp your I-20 and staple an I-94 form (Arrival-Departure Record) into your passport. You will need to bring these documents to Transworld on your first day. The Admissions Officer will make copies of them for your student file.

Remember, your student visa requires that you study not less than 18 hours per week. This means that you need to maintain good attendance. If you are unable to attend a class for any reason or have any immigration questions, you should inform the Transworld staff.

ENGLISH LANGUAGE COURSES and FEES

Intensive English

Build fluency and confidence studying our comprehensive language program.

Transworld's Intensive English program gives you a comprehensive approach to language learning. The course combines all four language skills – Reading, Writing, Listening and Speaking – with additional focus on Grammar and Vocabulary to build your fluency and accuracy.

- This program includes 24 classes per week: 16 Core classes + 8 Elective classes (you may take fewer Core hours and more Elective classes = 24)
- You will practice and improve all of your language skills through the use of everyday situations with an emphasis on listening and speaking.
- Choose your Electives from Idioms, Pronunciation, Writing, American Culture, Business English, and Test Preparation skills.
- Challenge your English language skills in our Computer Lab through the use of technology-supported learning tools.
- Academic advising and immigration assistance are available to all Transworld students.

Transworld Schools' Intensive English Program will improve a student's all-around ability in English in Reading, Writing, Listening, Speaking, Grammar and Vocabulary. Our IEP has 4.5 hours of classroom study each day from Monday through Thursday.

Transworld Schools offers 17 levels in line with CEFR A1-C2 standards.

Course Methodology:

Transworld Schools' learner-centered approach provides students with opportunities for involvement, interaction and socialization to explore meaning through active learning in a collaborative setting. During class students will answer questions, formulate questions of their own, discuss, give short presentations, explain, debate, or brainstorm.

Course Evaluation:

Students are evaluated on a regular basis during their program, through written and oral assignments as well as their overall class participation. Daily graded class tasks include matching vocabulary exercises, presentations, essays, and decision-making through role-plays.

Course Learning Goals:

Students will master the following skills as they progress through these levels

A1 (Level1)

- Use familiar everyday expressions and basic phrases
- Introduce him/herself and ask/answer questions regarding personal details
- Understand main ideas and key details
- Apply vocabulary in personal context
- Identify reasons
- Use prepositions

A2 (Levels 2, and 3)

- Understand sentences and frequently used expressions

- Describe their background & immediate environment
- Identify advantages and disadvantages
- Express an opinion
- Sequence steps in a process
- Describe spatial relationships and emotions

B1 (Levels 4,5 and 6)

- Understand matters regularly encountered in school, leisure and work
- Describe experiences and events
- Express hopes and ambitions
- Give supporting information
- Classify information
- Provide a persuasive argument
- Discuss abilities and possibilities

B2 (Levels 7, 8,9, and 10)

- Understand the main ideas of more complex readings
- Interact with growing degree of fluency and spontaneity
- Produce clear, detailed texts on a wide range of subjects
- Express similarities & differences
- Transition from paragraph writing to organization of a full essay
- Describe narrative real-life events

C1 (Levels 11,12, and 13)

- Understand a wide range of demanding and longer texts with implicit meaning
- Fluent and spontaneous speech
- Produce clear, well-structure, detailed language on complex subjects
- Use organizational patterns, connectors and cohesive devices
- Express and argumentative writing style
- Use parallel structure in language production
- Recognizing tone and inference

C2 (Levels 14, 15, 15B and 15C)

- Summarize information from a variety of written and spoken sources
- Reconstruct arguments and accounts in a coherent presentation
- Learn discussion techniques to examine problems
- Interpret charts and infographics
- Learn techniques of repair, qualification, and elaboration
- Link terminology to explanations

Tuition: \$460 for 4 weeks. (4 weeks x 18 hours per week)

17 levels 1-15C (each level is 8 weeks in length); 2,448 Total Clock Hours –

Total cost for 17 levels is \$15840 incl \$100 application fee and \$100 material/book fee

TOEFL® Preparation

Prepare to pass the TOEFL® with us!

For those students looking to enroll in an American college or university, the TOEFL® proficiency test is an important step toward achieving your academic goals. The TOEFL® test is recognized by more than 7,500 colleges, universities and agencies in more than 130 countries around the world. If you wish to study at one of these institutions, our TOEFL® Preparation Program will help you get there.

- Transworld's TOEFL® program includes 24 classes per week: 16 Core TOEFL classes + 8 Elective classes.
- This program combines general language review and advancement with specific training in TOEFL® test skills.
- Practice the TOEFL IBT® test online in the familiar surroundings of our fully equipped Computer Lab.
- Instructors use the latest TOEFL® practice test materials in the classroom in order to familiarize students with the content and form of the TOEFL® proficiency test.
- Academic advising and college placement assistance is provided.

This course prepares students for the most widely used method of certifying a non-native English speaker's ability to read, write, speak and understand the English language. Students will improve their English skills and effectively navigate the 4 TOEFL test sections: Reading, Listening, Writing, and Speaking. Our TOEFL course has 4.5 hours of classroom study each day from Monday through Thursday.

Course Methodology:

Transworld Schools' learner-centered approach provides students with opportunities for involvement, interaction and socialization to explore meaning through active learning in a collaborative setting. During class students will answer questions, formulate questions of their own, discuss, give short presentations, explain, debate, or brainstorm.

Course Evaluation:

Students are evaluated on a regular basis during their program, through written and oral assignments as well as their overall class participation. Daily graded class tasks include matching vocabulary exercises, presentations, essays, and decision-making through role-plays.

Course Learning Goals:

Students will master the following skills as they progress through these levels:

Use context clues to understand vocabulary

Draw inferences

Recognize coherence

Recognize paraphrasing and sentence simplification

Distinguish between main ideas and minor ones

Analyze and categorize information

Recognize cause and effect, comparison & contrast, and chronological order

Produce fluent, clear, intelligible speech

Organize and deliver a spoken presentation of up to 1 minute in length

Use stress and intonation correctly

Correct use of grammar, idioms and vocabulary

Summarize and compare lecture and reading

Give an opinion of an issue and express personal preferences.

Time management

Tuition: \$460 for 4 weeks. (4 weeks x 18 hours per week)

2 Levels; 288 Clock Hours

Total cost for 2 levels is \$2040 incl \$100 application fee and \$100 material/book fee

Business English

Progress in English is promotion at work.

The world does business in English. Do you? The Intensive Business English program at Transworld is designed to help you succeed in any market. We understand that improving your English provides a crucial foundation on which to build a successful career.

- The Intensive program includes 24 classes per week: 16 Core Business English classes + 8 Elective classes.
- A focus on North American Business practices and terminology gives you the necessary language to communicate with confidence.
- We create a workplace atmosphere in your classes where you will practice and interact using Business English.
- Train in Business writing, oral presentations and terminology.

A course designed to help students develop the practical English skills they need for the Business world, and to communicate effectively in English in a professional context. Students will expand their English vocabulary, improve their ability to write and speak in English during professional interactions, and gain a greater understanding of American Business culture

The course prepares students who need to deal with more challenging language content and more complex topics.

Students practice and learn to combine words into phrases and expressions which are the basis of Business English

The Business course covers 3 levels (intermediate, high intermediate and advanced=Business 1, 2 and 3)

Our Business course has 4.5 hours of classroom study each day from Monday through Thursday.

Course Methodology:

Transworld Schools' learner-centered approach provides students with opportunities for involvement, interaction and socialization to explore meaning through active learning in a collaborative setting. During class students will answer questions, formulate questions of their own, discuss, give short presentations, explain, debate, or brainstorm.

Course Evaluation:

Students are evaluated on a regular basis during their program, through written and oral assignments as well as their overall class participation. Daily graded class tasks include matching vocabulary exercises, presentations, essays, and decision-making through role-plays.

Course Learning Goals:

Students will master the following skills as they progress through these levels

Presenting argument

Pitching an idea

Debating & Negotiating

Presenting figures/numbers

Managing a conversation

Decision making

Expressing possibility, likelihood, permission and refusal

Awareness of complex issue facing the business community

Idiomatic language

Describing a company and a process through correct use of active and passive voice

Business Grammar: reporting verbs, writing letters

The language for trends and developments

Business phrasal verbs

Tuition: \$460 for 4 weeks. (4 weeks x 18 hours per week)

3 Levels; 432 Clock Hours

Total cost for 3 levels is \$2960 incl \$100 application fee and \$100 material/book fee

Study Abroad Semester

Immerse yourself in American life and culture!

Transworld offers a 5- month study abroad semester program. It has been designed for those students looking to greatly improve their English language fluency by immersing themselves in American life and culture. Reduce the confusion and anxiety of living abroad by learning the English language skills needed to fully experience the American way of life.

- The Study Abroad Semester includes 24 classes per week for 22 weeks: 16 Core classes + 8 Electives classes.
- Live the life of an American student – study and socialize with fellow English language learners from around the world and also native English speakers in one of the most dynamic and exciting cities in North America.
- Academic advising and immigration assistance are available to all Transworld students.

Transworld Schools' Intensive English Program will improve a student's all-around ability in English in Reading, Writing, Listening, Speaking, Grammar and Vocabulary. Our IEP has 4.5 hours of classroom study each day from Monday through Thursday. Transworld Schools offers 17 levels in line with CEFR A1-C2 standards.

Course Methodology:

Transworld Schools' learner-centered approach provides students with opportunities for involvement, interaction and socialization to explore meaning through active learning in a collaborative setting. During class students will answer questions, formulate questions of their own, discuss, give short presentations, explain, debate, or brainstorm.

Course Evaluation:

Students are evaluated on a regular basis during their program, through written and oral assignments as well as their overall class participation. Daily graded class tasks include matching vocabulary exercises, presentations, essays, and decision-making through role-plays.

Course Learning Goals:

Students will master the following skills as they progress through these levels

A1 (Level1)

- Use familiar everyday expressions and basic phrases
- Introduce him/herself and ask/answer questions regarding personal details
- Understand main ideas and key details
- Apply vocabulary in personal context
- Identify reasons
- Use prepositions

A2 (Levels 2, and 3)

- Understand sentences and frequently used expressions
- Describe their background & immediate environment
- Identify advantages and disadvantages
- Express an opinion
- Sequence steps in a process
- Describe spatial relationships and emotions

B1 (Levels 4,5 and 6)

- Understand matters regularly encountered in school, leisure and work
- Describe experiences and events
- Express hopes and ambitions

- Give supporting information
- Classify information
- Provide a persuasive argument
- Discuss abilities and possibilities

B2 (Levels 7, 8,9, and 10)

- Understand the main ideas of more complex readings
- Interact with growing degree of fluency and spontaneity
- Produce clear, detailed texts on a wide range of subjects
- Express similarities & differences
- Transition from paragraph writing to organization of a full essay
- Describe narrative real-life events

C1 (Levels 11,12, and 13)

- Understand a wide range of demanding and longer texts with implicit meaning
- Fluent and spontaneous speech
- Produce clear, well-structure, detailed language on complex subjects
- Use organizational patterns, connectors and cohesive devices
- Express and argumentative writing style
- Use parallel structure in language production
- Recognizing tone and inference

C2 (Levels 14, 15, 15B and 15C)

- Summarize information from a variety of written and spoken sources
- Reconstruct arguments and accounts in a coherent presentation
- Learn discussion techniques to examine problems
- Interpret charts and infographics
- Learn techniques of repair, qualification, and elaboration
- Link terminology to explanations

Tuition: \$2150 for 20 weeks

17 levels 1-15C; 2,448 Total Clock Hours

Total cost for 17 levels is \$15840 incl \$100 application fee and \$100 material/book fee

Study Abroad Year

Looking for a life changing experience?

Take advantage of the life changing experience of spending a full academic year abroad, studying and perfecting your English language skills. Come and enjoy all that American life and culture have to offer in the heart of beautiful downtown San Francisco, California.

- The Study Abroad Year includes 24 classes per week for 34 weeks: 16 Core classes + 8 Elective classes.
- Live the life of an American student: study and socialize with fellow English language learners from around the world in one of the most dynamic and exciting cities in North America.
- Academic advising and immigration assistance are available to all Transworld students.

Transworld Schools' Intensive English Program will improve a student's all-around ability in English in Reading, Writing, Listening, Speaking, Grammar and Vocabulary. Our IEP has 4.5 hours of classroom study each day from Monday through Thursday.

Transworld Schools offers 17 levels in line with CEFR A1-C2 standards.

Course Methodology:

Transworld Schools' learner-centered approach provides students with opportunities for involvement, interaction and socialization to explore meaning through active learning in a collaborative setting. During class students will answer questions, formulate questions of their own, discuss, give short presentations, explain, debate, or brainstorm.

Course Evaluation:

Students are evaluated on a regular basis during their program, through written and oral assignments as well as their overall class participation. Daily graded class tasks include matching vocabulary exercises, presentations, essays, and decision-making through role-plays.

Course Learning Goals:

students will master the following skills as they progress through these levels

A1 (Level1)

- Use familiar everyday expressions and basic phrases
- Introduce him/herself and ask/answer questions regarding personal details
- Understand main ideas and key details
- Apply vocabulary in personal context
- Identify reasons
- Use prepositions

A2 (Levels 2, and 3)

- Understand sentences and frequently used expressions
- Describe their background & immediate environment
- Identify advantages and disadvantages
- Express an opinion
- Sequence steps in a process
- Describe spatial relationships and emotions

B1 (Levels 4,5 and 6)

- Understand matters regularly encountered in school, leisure and work
- Describe experiences and events

- Express hopes and ambitions
- Give supporting information
- Classify information
- Provide a persuasive argument
- Discuss abilities and possibilities

B2 (Levels 7, 8,9, and 10)

- Understand the main ideas of more complex readings
- Interact with growing degree of fluency and spontaneity
- Produce clear, detailed texts on a wide range of subjects
- Express similarities & differences
- Transition from paragraph writing to organization of a full essay
- Describe narrative real-life events

C1 (Levels 11,12, and 13)

- Understand a wide range of demanding and longer texts with implicit meaning
- Fluent and spontaneous speech
- Produce clear, well-structure, detailed language on complex subjects
- Use organizational patterns, connectors and cohesive devices
- Express and argumentative writing style
- Use parallel structure in language production
- Recognizing tone and inference

C2 (Levels 14, 15, 15B and 15C)

- Summarize information from a variety of written and spoken sources
- Reconstruct arguments and accounts in a coherent presentation
- Learn discussion techniques to examine problems
- Interpret charts and infographics
- Learn techniques of repair, qualification, and elaboration
- Link terminology explanations

Tuition: \$3150 for 30 weeks

17 levels 1-15C; 2,448 Total Clock Hours

Total cost for 17 levels is \$15840 incl \$100 application fee and \$100 material/book fee

ELECTIVES

Electives are six hours per week in speaking, writing, vocabulary development, grammar review, test preparation (TOEFL, IELTS, TOEIC) and Business English. Students are placed according to their level, interest, or assigned need for review.

DIRECTOR and FACULTY

Our Transworld team of qualified and experienced English language teachers and support staff are committed to providing you with the best possible language learning experience. All of our instructors have an MA or Certification in TESOL, English language teaching experience and knowledge of a second language or overseas teaching experience. We look forward to meeting you and making you feel at home among friends!

ESL Teaching Faculty

Ceri Rich-Odeh: Director (PDSO); BA, MA, TESOL

Mai Dajani: Program Director; TESOL & ESL Instructor; BA, MA, TESOL

Rania Affan: Admissions Director (DSO); BArch, MLA

Ellen Arnaud: TESOL & ESL Instructor; BA, MA, TESOL

Amit Botadkar: ESL Instructor; BA, MFA, TESOL

Marc Gregory: ESL Instructor; BA, MA, TESOL

Ivy Johnson: ESL Instructor; BA, MFA, TESOL

Jamie McCrory: ESL Instructor; BA

Robert Talley: ESL Instructor; BA, MA, TESOL

Michael Baruch: ESL Instructor, BA, MA, TESOL

Heather Mason: ESL Instructor, BA, MATESOL,

Jill Darnley: ESL Instructor, BA.

Catherine Ballard: ESL Instructor, BA, MA, TESOL

Maxine Moerman: ESL Instructor, BA, MFA, TESOL

Ken Ojeda: ESL Instructor, BA, TESOL

Accommodation

Where will I stay?

We want you to be safe, comfortable and happy throughout your stay in San Francisco and have the opportunity to meet Americans and other international students. You can choose either host family accommodation or student residence, and all are within walking distance or easily accessible by local transportation. Transworld does not provide dormitory accommodation in a Transworld dormitory.

Host Family

Living with an American host family is the best way to be completely immersed in English language and the local culture. You will enjoy the comforts of a home and build a lasting relationship with your second family. Continental breakfast and dinner is included. Commute time is not more than 45 minutes each way; commute cost is not included.

Host family prices range from \$700 to \$1200 per 4 weeks depending on whether the room is shared or private, with or without food. We will book the host family for you according to your specifications. There is a \$150 host family booking fee.

Student Residences

Transworld recommends residences that cater to international students. Every room in our preferred residences is equipped with a television, phone, desk, free Internet access and maid service. You can choose a shared or private room with shared or private bath. Most residences provide breakfast, and students may have access to the kitchen.

Student residence prices range from \$650 (shared room/shared bath) to \$1200 (private room/private bath) (\$1580 private room/private both, 2 meals per day) per 4 weeks. You may book yourself by contacting the Residence directly or we can book for you. If we book for you, there is a \$150 booking fee.

Transworld Recommended Residences

USA Student Residences

711 Post Street

San Francisco CA 94109

(415) 359-9042

www.usastudentresidences.com

The Vantaggio Suites

761 Post Street

San Francisco CA 94109

(415) 614-2400

www.vantaggiosuites.com

The Monroe Residence Club

1870 Sacramento Street

San Francisco CA 94109

(415) 474-6200

www.monroeresidenceclub.com

The Kenmore Residence Club

1570 Sutter Street

San Francisco CA 94109

(415)776-5815

www.kenmorehotelsf.com

Transworld Schools

All classes are taught on-site at the 551 Sutter location; There are 12 classrooms, a computer lab with 20 stations, a teacher's room, 3 administrative offices, 1 student common room and 2 student lounge areas, 5 bathrooms with 9 toilets. There is no library; however, students may check out textbooks and software using a sign up sheet.

Transportation

Transworld Schools is located at 551 Sutter Street between Mason and Powell Streets in downtown San Francisco. Public parking is available on Sutter and on Taylor, close to the school. The BART/MUNI station is at Powell Street. San Francisco International Airport arrivals should take the shuttle from the upper departure level to the hotel.

TRANSWORLD SCHOOLS POLICIES

Class Schedule:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9AM-12.10PM	CLASS	CLASS	CLASS	CLASS	CLASS
12.10-12.40	LUNCH	LUNCH	LUNCH	LUNCH	CLASS
12.40-2.10PM	CLASS	CLASS	CLASS	CLASS	CLASS
2:20-5:30PM	CLASS	CLASS	CLASS	CLASS	CLASS

Enrollment Agreement:

“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.”

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll- free, by fax (916) 263-1897 or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov and/or by contacting ACCET (Accrediting Council for Continuing Education & Training), 1200 19th St. NW Suite 200, Washington DC 20036. Tel: (202) 955-1113.

TRANSWORLD SCHOOLS – Background

Transworld Schools, opened in 1997, offers English as a Second Language Courses (ESL) to non-native speakers of English. Transworld Schools is owned by Ceri Rich-Odeh. Transworld Schools does not provide federal funding or loans to students and does not participate in Federal Loan programs. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Transworld does not offer job placement services.

Transworld is Approved by the BPPE – Bureau of Private Postsecondary Education, State of California to operate as an avocational English language school approval to operate means compliance with state standards as set forth in this chapter; and Accredited as Avocational by ACCET – Accrediting Council for Continuing Education and Training; and authorized by the Department of Homeland Security to issue the Form I-20 for the F1 Student Visa.

Transworld does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

ADMISSION STANDARDS AND GRADUATION REQUIREMENTS

Admissions Policy

The minimum requirements for admission are sixteen years of age and completion of the Transworld Schools application form and admission process.

Transworld Schools is able to enroll and train students with physical disabilities; the school is wheelchair accessible. The institution does not discriminate on the basis of sex, race, ethnic origin or religion. Non- US citizens and non-native speakers of English are accepted for both ESL and CTESOL training.

English Language Proficiency is determined by the ESL Proficiency Placement Test, both written and oral interview, that is taken at enrollment prior to being assigned a proficiency level core and elective class.

All class instruction is conducted in English language.

Admissions Procedures

To apply, complete the application form in the Transworld Schools' brochure, or online at www.transworldschools.com. All applicants are welcome to visit the school and watch a class before applying. Transworld will assist you with booking accommodation at a Student Residence or Host Family for a \$150 booking fee; however, the accommodation is not under our control. Students will pay the residence or host family directly. Please visit our website at www.transworldschools.com for a full list of housing options.

Student residences are located within 10 minutes walking distance to the school and prices range from \$700 per month for a shared room/shared bath to \$1300 per month for a private room/ private bath. Host families are located within 40 minutes by public transportation and prices range from \$600 per month for a shared room to \$900 per month for a private room.

Educational Policies

Satisfactory Academic Progress and Grades

(1) Grading Policy

Transworld Schools uses the following grading policy for all courses:

<u>Transworld Grade</u>	<u>Equivalent GPA</u>	<u>Equivalent %</u>
A	4.0	91-100
B	3.0	77-90
C	2.0	60-76
F	0.0	Below 60
P		Pass (elective)
V	Incomplete	
W	Withdrawal	

Evaluation will be based on the following:

- (1) Continual assessment of classwork, weekly throughout the course.
- (2) Grading of written assignments, not less than bi-monthly throughout the course.
- (3) Mid and End of course progress test, not less than once per month.

The minimum requirement for course completion is 80% attendance and a course progress grade of C.

(2) Attendance, Tardiness, and Absenteeism

Transworld Schools expects all students to attend not less than 80% of all classes and to arrive at school to start on time. If you are going to be late or absent, you must call the school. Three (3) tardies of more than 5 minutes each will result in one (1) absence. As the student is required to attend 80% of his/her classes on the regular ESL schedule, there is no opportunity to make-up missed ESL classes. If you are regularly absent or late, or have more than 2 consecutive absences without a doctor's letter, the School Director will meet with you and assist you in finding a solution. A copy of the meeting and outcome will be placed in your file and you will be put on probation. If the absenteeism/tardiness persists, and if all efforts on the part of the staff and student fail to resolve the situation, Transworld Schools reserves the right to dismiss the student. If the student falls below 80% attendance over a 2-week period more than 3 times over 3 months/12 weeks their I-20 will be terminated in accordance with F1 student visa regulations. Students have the right to appeal the school decision to terminate their record where their case will be reviewed by both the Program Director and the General Director. Transworld's decision is final.

(3) Leave of Absence Policy

You must attend 80% of the course in order to complete. You must request any Leave of Absence (LOA) in writing and sign it. You must include your expected date of return in your written request. You may not take more than 50% of your total course length as a LOA. If you have a student visa, you will not be allowed to take a leave of absence other than for documented emergencies and this will be recorded on your SEVIS record according to SEVIS (student visa) regulations.

(4) Re-Admission

Students who are dismissed and are requesting re-admission should discuss their re-entry status with the School Director.

(5) Behavior Problems

Transworld Schools reserves the right to dismiss the student for continuous disruptive behavior. Smoking is not permitted anywhere in the school, or in the building where the school is housed, including the lunch room and restrooms.

(6) Sexual Harassment

If you feel that you are the victim of sexual harassment, you should report any such incident to the School Director or to the staff member of your choice. All reports of sexual harassment received by Transworld

Schools will be investigated in a completely confidential manner. Any student or staff member who is found to have sexually harassed other students or staff members will be dismissed.

(7) Student Records

All student records and student transcripts are kept in the administrative offices at Transworld Schools for five years. Transworld keeps transcripts permanently, and all other student records for not less than 5 years. You may access your student file. All student files are confidential and Transworld Schools is not able to release any information regarding an individual student without that student's written permission.

(8) Transfer of Credits

No credit hours are awarded for ESL courses and Transworld Schools does not accept transfer of credits from other schools or programs for ESL courses. There are no transfer or articulation agreements between Transworld Schools and any other college or university and no articulation agreement that provides for the transfer of credits earned in the program or instruction.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Transworld Schools is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in ESL is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending Transworld Schools to determine if your certificate will transfer.

9) Student Tuition Recovery Fund (STRF)

The Bureau for Private Postsecondary Education (BPPE) is not currently (2017) collecting student's non-refundable contribution to the Student Tuition Recovery Fund (STRF), which is calculated as \$.0 per \$1000 of tuition paid if the student is eligible to contribute to STRF.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the ACT.

NOTICE OF STUDENT RIGHTS

- (1) A student is allowed to cancel an agreement for a course of instruction and obtain a refund of charges paid (less the non-refundable \$100 application fee and the STRF contribution) through attendance at the first class session, or the seventh day after enrollment, whichever is later, including any equipment or other goods and services included in the agreement. The student must provide written notice of cancellation to the school, and if mailed in, becomes effective as of the postmark if properly addressed with proper postage.
- (2) After the end of the cancellation period, you also have the right to withdraw from the school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school administration for a description of the refund policy.
- (3) If the school closes before you complete the course you have paid for, you may be entitled to a refund. For more information, contact ACCET at 1722 N. Street, NW., Washington, DC 20036. Telephone: (202) 955-1113.
- (4) Students have the right to file a complaint or grievance with the Program Director who will discuss it with all parties concerned.
- (5) If you have any complaints, additional questions regarding the catalog or the addendum that have not been satisfactorily answered by the institution, or problems which you cannot work out with the school, write or call: Bureau of Private Postsecondary Education by calling (888) 370-7589 toll-free, by fax (916) 263-1897, by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov, or by writing to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833 and/or contact ACCET at 1722 N. Street, NW., Washington, DC 20036. Telephone: (202)955-1113.

REFUND POLICY

Refund During Cancellation Period

A student is allowed to cancel an agreement for a course of instruction and obtain a refund of charges paid (less the non-refundable \$100 application fee and the STRF contribution) through attendance at the first class session, or the seventh day after enrollment, whichever is later, including any equipment or other goods and services included in the agreement. The student is advised that a notice of cancellation shall be in writing, and that a withdrawal will 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. If mailed in, the cancellation note becomes effective as of the postmark if properly addressed with proper postage.

Refund After Cancellation Period

If a student withdraws after seven (7) business days where the first day is the first day class was attended, the student is entitled to only a partial refund. The student has the right to withdraw from school at any time and receive a refund for that part of the course not taken, for which the student has paid. The amount of that refund is to be "100% pro-rated" which means that the student is refunded for all classes paid for but not taken after the point of last date of attendance (LDA) from the course. The refund is to be paid within thirty (30) days of withdrawal and a refund notice is to be sent to the student.

Refund Example

The following is an example of refunds and amounts. The 20-Week Intensive English Course costs \$2000 and meets for 400 clock hours. There is no special equipment for this course. There is an additional \$30

non-refundable charge for materials. There is an additional \$100 non-refundable application fee. If the student has paid for the course in full (\$2000) and withdraws after completing 200 hours of instruction, or 50% of the course, the student will receive 50% of the tuition as a refund (\$1000).

Tuition Payment

A \$100 non-refundable Application Fee is due 4 weeks prior to the course start date (later when applications are accepted less than a month prior to course start date). The tuition is due in full on the first day of the course. Students may not pay in payments and failure to pay tuition on the first day of the class will result in exclusion from the class until tuition is paid. Transworld Schools treats all students fairly and equitably relative to tuition, other charges, and refunds.

Student Tuition Recovery Fund

“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.”

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

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

Student Complaint Procedure

If you experience any problems at Transworld Schools, you should tell an instructor or the School Director. The school will give you a written response to your complaint within 10 days. If the complaint or relief requested by you is rejected, the reasons for the rejection should be written in the response. Your participation in the complaint procedure and the disposition of the complaint must not limit or waive any of your rights or remedies. Any document signed by you that purports to limit or waive your rights and remedies is void.

If you have any complaints, additional questions regarding the catalog or addendum that the school has not satisfactorily answered by the institution, or problems that you cannot work out with the school, write or call: Bureau of Private Postsecondary Education by calling (888) 370-7589 toll-free, by fax (916) 263-1897, by completing a complaint form, which can be obtained on the Bureau’s internet website www.bppe.ca.gov, or by writing to the Bureau of Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833 and/or by contacting ACCET at 1722 N. Street, NW., Washington, DC 20036. Telephone: (202) 955-1111

