



TRANSWORLD SCHOOLS CATALOG

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**ENGLISH LANGUAGE
PROGRAM**

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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.

Classes are held at the Transworld School at 551 Sutter Street, San Francisco, CA 94102.

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 are not required to have a minimum proficiency in English prior to beginning your English program at Transworld. 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, 13 and 14)

- 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 15A, 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 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 to deal with more challenging language content and more complex topics.

Students 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 and 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

Business idiomatic language and phrasal verbs

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

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, 13 and 14)

- 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 15A, 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, 13 and 14)

- 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 15A, 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

Marc Gregory: ESL Instructor; BA, MA, TESOL

Andrew Englade: ESL Instructor; BA, TESOL

Justin Hughes: ESL Instructor; BA, MEd, TESOL

Toni Cox: ESL Instructor; BA, MATESOL

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. Please email us at info@transworldschools.com for a current list of available accommodation.

Student residence prices range from \$750 (shared room/shared bath) to \$1400 (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 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.

ONLINE ENGLISH LANGUAGE COURSES

IDL Intensive English Programs:

Transworld Schools offers the Interactive Distance Learning (IDL) Intensive English Program which is an online program taught through live Zoom classes with a Transworld English instructor. The online courses are fully aligned with Transworld’s curriculum and CEFR Levels A1 – C2. You can work towards your Proficiency Certificate and transfer into in-school classes at your same proficiency (CEFR) level. In addition to the live online classes, you will have full unlimited access to Transworld’s comprehensive online platform English52.

Courses:

IDL Intensive English
IDL-TOEFL Preparation
IDL Business English

Admission:

You will submit an online application form and take an online placement test followed by a Zoom interview where the instructor will assess your spoken English. You will then be assigned a class at your English proficiency level. There is no application fee or materials fee for online courses.

You may choose full-time or part-time options and be scheduled for classes according to your level and program choice.

Schedule:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-10AM	8-10AM	8-10AM	8-10AM	8-10AM
9AM – 11AM	9AM – 11AM	9AM – 11AM	9AM – 11AM	9AM – 11AM
10AM – 12PM	10AM – 12PM	10AM – 12PM	10AM – 12PM	10AM – 12PM

Course Evaluation:

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

Attendance and Participation Requirements:

You must meet or exceed the minimum attendance per Transworld’s satisfactory academic progress requirements. You are required to maintain 80% attendance and a “C” grade in order to pass your class. All assignments must be completed within the week assigned and submitted by Sunday of that week.

Transworld Schools Grading and Graduation Policy

A = GPA 4.0 = 90% – 100%; B = GPA 3.0 = 80% – 89%; C = PASS = GPA 2.0 = 70% - 79% ; D = GPA 1.0 = 60% - 69% F = GPA 0.0 = 59% and below; I = Incomplete ; W = Withdrawal

Transworld Completion Certificate is awarded for successful completion of each proficiency level completed.

Transworld Proficiency Certificate awarded for successful completion of CEFR Level C2.

IDL Intensive English Program

Hours Per Week	Cost per Week (US \$)	Maximum Students Per Class	Total Hours Per Level
Full-time 18 hours per week	120	12	144
Part-time 10 hours per week	75	12	144
Part-time 6 hours per week	50	12	144

Course Description:

Transworld’s Intensive English program provides 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 fluency and accuracy. 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. All classes are taught as live online classes with optional additional study through assignments and self-paced learning using Transworld’s English52 platform. During class students will answer questions, formulate questions of their own, discuss, give short presentations, explain, debate, or brainstorm. The Intensive English course engages critical thinking, expression, and interactive communication. Students build and develop the essential skills covered in the course objectives such as grammatical resource, lexical resource, discourse management, and pronunciation as well as listening for main ideas and details, predicting, following arguments in a debate, agreeing or disagreeing, paraphrasing, following a conversation, digressing from a topic, giving a recommendation, syntactic accuracy and variety, paragraph organization, writing technique, and more.

Transworld Completion Certificate is awarded for successful completion of each proficiency level completed.

Transworld Proficiency Certificate awarded for successful completion of CEFR Level C2.

IDL Intensive English – TOEFL Preparation Program

Hours Per Week	Cost per Week (US \$)	Maximum Students Per Class	Total Hours Per Level
Full-time 18 hours per week	120	12	144
Part-time 10 hours per week	75	12	144
Part-time 6 hours per week	50	12	144

Course Description:

The Transworld Schools IDL TOEFL Preparation Program prepares students to take the TOEFL test and to acquire the academic skills required for studying academic courses in English in college or university in the US and Canada. The program engages critical thinking, expression, and interactive communication while strengthening the essential academic skills. Students expand their academic vocabulary and overall lexical resources, develop reading and listening skills with authentic materials, develop speaking and writing skills in terms of accuracy, fluency, unity and cohesion, and build the essential skills necessary to reach their individual goals and succeed in an academic environment. This program has 2 levels (C1-C2)

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. All classes are taught as live online classes with optional additional study through assignments and self-paced learning using Transworld's English52 platform. This program combines general language review and advancement with specific training in TOEFL® test skills. It includes practice the TOEFL IBT® test online where Instructors use the latest TOEFL® practice test materials in the online classroom in order to familiarize students with the content and form of the TOEFL® proficiency test. Academic advising and college placement assistance is also provided. During class students will answer questions, formulate questions of their own, discuss, give short presentations, explain, debate, or brainstorm. The TOEFL program engages critical thinking, expression, and interactive communication. Students build and develop the essential skills covered in the course objectives such as grammatical resource, lexical resource, discourse management, and pronunciation as well as listening for main ideas and details, predicting, following arguments in a debate, agreeing or disagreeing, paraphrasing, following a conversation, digressing from a topic, giving a recommendation, syntactic accuracy and variety, paragraph organization, writing technique, and more.

Transworld Proficiency Certificate for TOEFL Preparation C2 awarded for successful completion of TOEFL Program

IDL Intensive English – Business English Program

Hours Per Week	Cost per Week (US \$)	Maximum Students Per Class	Total Hours Per Level
Full-time 18 hours per week	120	12	144
Part-time 10 hours per week	75	12	144
Part-time 6 hours per week	50	12	144

Course Description:

The Transworld Schools IDL Intensive English - Business English Course is designed to help the student in any market where improving English provides a crucial foundation on which to build a successful business career. The course is 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 (CEFR Level C2).

Course Methodology:

The IDL Intensive English Business Course is taught through synchronous learning in weekly online live lessons with optional asynchronous assignments and self-paced supplementary study. 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. It engages essential business skills including presenting, networking, debating, clarifying and confirming writing in effective emails, videoconferencing, meetings and more. Cover letter and resume writing, ethical problem solving, discussing cultural issues and functionality of international teams in business, decision making, and coaching are primary areas of focus in this dynamic and interactive course that covers in detail extensive aspects of modern international business.

Transworld Proficiency Certificate for Business English C2 awarded for successful completion of program.

Transworld Online Program Instruction Guide

Welcome to Transworld's Online Program. You have received your registration letter that tells your level, class and schedule.

Starting Your Course:

To join the Online Live Classroom, please follow these steps:

Use Google Chrome or the latest version of Mozilla Firefox.

Use a laptop/PC or tablet for the best experience. You can also join the lesson on your smartphone but it is not ideal. You will need a device with a camera and a microphone and have access to WiFi/internet (you will need a minimum of 3Mbps download and 0.5 Mbps upload).

Avoid using a public or shared network as this will create problems with your audio and video quality.

Receiving Your Lesson:

You will use ZOOM to attend your classes. Transworld will email you your zoom lesson schedule for the week on Sunday. The link will allow you to install the free zoom app when you join your first zoom class. It will look like this:

Monday

Time: Jan 4, 2021 10:00 AM GMT (London, UK)

Join Zoom Meeting

<https://us02web.zoom.us/j/86593333227?pwd=RnVKMG9qOXA5MmtRaWhRcGhRVdDh4QT09>

Meeting ID: 865 9333 3227

Passcode: 117208

You will click on the zoom lesson link and it will take you to the class.

<https://us02web.zoom.us/j/86593333227?pwd=RnVKMG9qOXA5MmtRaWhRcGhRVDh4QT09>

Please check your spam folder if you have not received the zoom link and if it is not there, please contact us at or the online Chat

Entering a Class:

Transworld will email you the lesson zoom link from your teacher.

Use Google Chrome or Mozilla Firefox for better audio quality and full use of the virtual classroom features.

Use headphones for less background noise.

The virtual (live online) classroom will open once your teacher has entered the lesson. Please wait to be let in.

Turn on your audio, speakers, microphone and video.

Close all unnecessary tabs/downloads.

Your lesson will start!

Technical Problems:

Refresh the page if you have connection or audio problems

Close all tabs and communication channels such as Facebook Messenger, Whatsapp as this will compete for your mic and camera.

If your teacher disconnects, please stay in the classroom and wait for the teacher to reconnect. If the teacher cannot reconnect, you will receive an email so check your inbox after 15 minutes. You can also contact the school at info@transworldschools.com or connect through chat on the website.

Course Content & Study Materials:

Transworld provides you with English language digital textbooks and software and your teacher will give you your Access Codes to use the digital lesson in class and as self-study at home if you wish to do extra study.

You will also have access to English52 which is a free self-access program developed by the Transworld teachers. You can sign up at www.English52.com or the app which is available free on Apple Play and iTunes: English52. Go to English52 and create your account and take the placement test which will determine which module you will start at, there are 3 modules (Beginner 1, Intermediate 2, Advanced 3).

Student Policies:

Student's Right to Cancel the Course

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 student's contribution to the Student Tuition Recovery Fund (STRF) if eligible to contribute, which is calculated as \$.50 per \$1000 of tuition) 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. You will receive a complete refund within 30 days of course cancellation. You must return all equipment and materials to the school within the 30 days cancellation period, or the cost of the equipment and materials will be deducted from your refund.

Class Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9AM-12.10PM	CLASS	CLASS	CLASS	CLASS	CLASS
12.10-12.40	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
12.40-2.10PM	CLASS	CLASS	CLASS	CLASS	CLASS

Prior to signing Transworld's enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution.

This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent 3-year cohort default rate, if applicable, prior to signing this agreement.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for private Postsecondary Education at 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834, 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 in the U.S. and overseas and English as a Second Language Courses (ESL) to non-native speakers of English. Transworld Schools is a private language school owned by Ceri Rich-Odeh as a sole proprietorship. Transworld is Approved by the State of California, Bureau of Private Postsecondary Education and is Accredited by ACCET (Accrediting Council for Continuing Education and Training), and is Authorized by the Department of Homeland Security to issue the Form I-20 for the F1 Student Visa. Transworld Schools does not provide federal funding or loans to students and if the student has received federal student financial aid, funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. Transworld does not participate in federal student financial aid 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.

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 enrol 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 ESL programs.

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 and/or watch a class taught online 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 Transworld Schools' 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.

Accommodation

Student residences are located within 10 minutes walking distance to the school and prices range from \$750 per month for a shared room/shared bath to \$1400 per month for a private room/ private bath. Host families are located within 40 minutes by public transportation and prices range from \$750 per month for a shared room to \$1400 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:

Transworld Grade	Equivalent GPA	Equivalent %
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
D	1.0	60-69
F	0.0	Below 60
P	Pass (Elective)	
I	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 class 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.

(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.

There is no Leave of Absence Policy for Online ESL, students may withdraw from the program and receive a refund. They may then apply for re-admission.

(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. 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 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 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.

NOTICE OF STUDENT RIGHTS

STUDENT'S RIGHT TO CANCEL

- (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, where the first business day is the day on which the student (1) attended the first class of the course of instruction which is the subject of the agreement, (2) received a copy of the notice of cancellation, or (3) received a copy of this agreement and all mandatory information that must be disclosed to student prior to a course agreement, including a copy of the agreement, completion and placement rate, catalog, etc., whichever occurs last. 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) 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 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834 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 4-Week Intensive English Course costs \$460 and meets for 72 clock hours. There is no special equipment for this course. There is an additional \$100 non-refundable charge for materials. There is an additional \$100 non-refundable application fee. If the student has paid for the course in full (\$460) and withdraws after completing 36 hours of instruction, or 50% of the course, the student will receive 50% of the tuition as a refund (\$230).

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 Student Tuition Recovery fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if a student prepaid tuition and suffered a financial loss as a result of the school closing, failing to fulfill the terms of its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a 'California Resident' and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a 'California Resident'.

To qualify for STRF reimbursement you must file an STRF application within one year of receiving notice from the Bureau. You have 4 years from the date of closure to file an STRF application. If a judgment is

obtained, you must file an STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. If you have any questions regarding the STRF which have not been satisfactorily answered by the institution, these may be directed to the Bureau of 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, or by writing to the Bureau of Private Postsecondary Education at 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834. Students may also contact ACCET at 1722 N. Street, NW. Washington, DC 20036. Telephone: (202) 955-1113.

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 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834 and/or by contacting ACCET at 1722 N. Street, NW., Washington, DC 20036. Telephone: (202) 955-1113.

Transworld updates the Catalog not less than annually in January and when new information is added or updated.

Students receive the catalog in English; however, translations are provided using google translate if the student's English is insufficient to read and understand the Catalog.

The Catalog is distributed through email to prospective students and interested parties at the time of their enquiry, it is available on the Transworld website www.transworldschools.com, and updated catalogs are emailed to current students whenever there is an update.

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 files 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)