



AMERICAN HARBOR

COLLEGE

ESL Student Catalog

January 1, 2017 – December 31, 2017

www.ahc.edu

(These courses are NOT included within American Harbor College's ABHES grant of accreditation)

English as a Second Language is programmatically approved through CEA

January 1, 2017 – December 31, 2017

2445 W. Chapman Ave #260
Orange, CA 92868
(323) 936-1624



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Class & Facilities Information

A Message from the President

Welcome to American Harbor College (AHC), where your goals are our goals! We pride ourselves in having highly educated, diverse and culturally sensitive Faculty members. Having a community is an integral part of our college culture. We encourage our students to build new friendships and support each other while learning. We work hard to make sure you learn in an interactive classroom and in a safe environment. In addition, our college has advisors with any life challenges that may occur. This will allow our students to stay focused on learning.

Instruction is conducted in-house with facility occupancy levels accommodating at least 250 students at the Los Angeles campus. Prospective students are encouraged to visit the school's facilities and to discuss their personal, educational and occupational plans with school advisor before signing an enrollment agreement. During the enrollment process students will create their academic goals. Once students have a clear set goal, we implement a plan to achieve those goals.

California statute requires that a student who successfully completes a program of study be awarded an appropriate diploma or certificate verifying that fact.

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 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

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.

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 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov)

All information contained in this school catalog is current and correct, and is so certified by Linnea Ray, President.

Signature: *Linnea Ray*
Linnea Ray, President

Class & Facilities Information

HISTORY AND OWNERSHIP

American Harbor College (also referred herein as “the College” or “the School”) was established in 1995, as Meridian Institute, to provide entry-level training in various career opportunities. The school was purchased by the Career Education Group, LLC in 2011. The name was changed to Harbor Career College in July 2012. American Harbor College, now operating under the new ownership of Brighter Solutions, Inc., continues to update and improve its program offerings and facilities. Innovative and experienced instructors are well-trained and hired to contribute their expertise in expanding the services and training programs offered by the school. The college received accreditation from the Accrediting Bureau of Health Education Schools (ABHES) in 2006, and is approved through 2020. Programmatic accreditation was received in 2014 by The Commission on English Language Program Accreditation (CEA) for ESL courses and is accredited through April 2017. . American Harbor College is a “dba” name of Brighter Solutions, Inc. The college has no pending petition in bankruptcy, is not operating as a debtor in possession, and 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.

MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

The mission of American Harbor College’s ESL program is to provide quality English language acquisition instruction, using relevant equipment, materials, and technology, in order for our students to obtain the necessary skills needed for Personal, Public, Occupational, and Educational situations. Through real-world thematic units, students will learn, be exposed to, and be evaluated on English Language Skills.

Objectives:

- Students gain a foundation in language structure and become comfortable and confident in communicating with others in English,
- Provide a safe learning environment that fosters social, emotional, and cultural development,
- Instruct through thematic units that prepare students for real-world situations they will likely encounter,
- Improve and enhance each student’s cultural competence,
- Build off of and relate instruction to each student’s native language so that the student becomes multilingual;
- Provide a progressive language acquisition program that allows students to enter at their appropriate English language level and to continue to develop proficiency their English language skills and competencies.

Class & Facilities Information

ACCREDITATION, STATE LICENSURE, AND APPROVALS

American Harbor College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is a national accrediting agency recognized by the U.S. Department of Education under provision of Public Law 82-550 and subsequent legislation that requires the evaluation of such agencies and issuance of an official list by that governmental office.

The following is the contact information for ABHES: ABHES 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043 Phone: (703) 917-9503

Additionally, American Harbor College is recognized, authorized, and/or approved, by the following agencies:

- **Commission on English Language Program Accreditation (CEA):** This school is programmatically approved by CEA to teach English as a Second Language. The following is the contact information for CEA: 801 North Fairfax Street, Suite 402A Alexandria, VA 22314 Phone: (703) 519-2070
- **Department of Homeland Security:** This school is authorized under Federal law to enroll nonimmigrant alien students. (Title 8 Code of Federal Regulations Section 214.3(j)) and is recognized by Secretary of Education <http://studyinthestates.dhs.gov/maintaining-your-status>
- **BPPE: Bureau for Private Postsecondary Education** – Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- **NAFSA:** National Association of International Educators

Class & Facilities Information

American Harbor College (AHC) is a private institution and was granted institutional approval from the Bureau for Private Postsecondary and Education (BPPE) pursuant to §94915 of the California Education Code. The Bureau's approval means that the institution and its operations comply with minimum standards established under law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved periodically and is subject to continuing review. The following training programs are approved:

Program	Clock Hours	Length in Weeks
ESL- 101 Beginner	144	8
ESL – 102 Beginner	144	8
ESL – 201 Intermediate	144	8
ESL – 202 Intermediate	144	8
ESL – 301 Advanced	144	8
ESL – 302 Advanced	144	8
Post-Advanced ESL– 501 Conversation	144	8
Post-Advanced ESL – 601-602 Business English	288	16
Post-Advanced ESL - 401-402 TOFEL	288	16

FACILITIES, EQUIPMENT, AND STUDENT-TEACHER RATIOS

The Orange campus is approximately 2000 square feet and conveniently located in the historical city of Orange. Located within a 5 mile radius of Anaheim, Santa Ana, Newport Beach, Costa Mesa, Irvine, Tustin and Garden Grove, there is direct access to major freeways (freeway 57, 22 and 5). Also located within a block of the campus are major bus stops and train station stops. The campus has various lab and lecture rooms, administrative offices, and a computer/ resource room.

The school is located on the second floor of a modern, elevator equipped, centrally air-conditioned, and wheel chair accessible facility. Computer lab is in the same classroom that lecture takes place and affords students hands-on training which includes the use of computers to access updated interactive ESL books, software, printers. The student-to-computer ratio is one-to-one for each program. Students also have access to a current resource library to supplement their training. Campus facilities and equipment comply with federal, state, and local laws, including those regarding fire safety, building safety, and health regulations.

Lecture Classes: For all courses, the maximum number of students in a class is 25. The maximum student-to-teacher ratio for all programs is 25 to 1. Teaching assistants are provided, as necessary, to accommodate instructors with larger classes.

Class & Facilities Information

CLASS SESSIONS AND SCHEDULES / CLOCK HOUR CONVERSION

American Harbor College offers year-round enrollment, as all programs consist of a series of terms. Start dates always occur on Monday (or Tuesday when the school is closed on Monday for a recognized holiday) for all programs and for all sessions. The beginning of a term offers an opportunity to for new students to join the program.

ESL Programs: Classes are held Monday through Thursday from 9am-1:30pm; 2pm-6:30pm; and from 6pm-10:30 pm. Class offerings and schedules are subject to change due to students' academic needs, and there is no guarantee that all classes and times will be offered every term.

Clock Hour Conversion

A clock hour is defined as a 60-minute span for lecture or lab. Fifty minutes is devoted to actual class instruction, and the remaining portion is designated as a break.

Admissions Policies & Procedures

CAMPUS HOLIDAYS AND BREAKS

American Harbor College does not have Friday classes.

When school is closed for a holiday, the end dates of the course taken will extend to account for the holidays, so no interruption in the course occurs. Instructors announce this session or assignment prior to the holiday for students to plan accordingly.

In addition, English classes will be closed for the following breaks:

OPERATING SCHEDULE

American Harbor College's campus facilities are open Monday through Friday, generally from 8:30 am to 10:30 pm. Administrative offices are open generally Monday through Thursday from 8:30 am to 7:00 pm, and Fridays from 8:00 am to 5:00 pm. Administrative staff is available during evening hours by appointment.

EQUAL OPPORTUNITY STATEMENT

It is American Harbor College's policy that all admissions, employment, and promotion processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, or beliefs. This policy applies to hiring for all positions and admission of students for all programs.

Reasonable accommodations will be made for students with disabilities, in accordance with state and/or federal law. If an applicant with a disability wishes to enroll, s/he must first contact the president to discuss possible options to facilitate his/her enrollment and training. Consideration for such students will be made on a case-by-case basis.

Admissions Policies & Procedures

ESL ADMISSIONS PROCEDURES AND REQUIREMENTS

In order to be admitted to English as a Second Language programs, an applicant must do all of the following:

- Be at least 18 years old. Students below 18 years of age must have already completed high school.
- Interview with an admissions representative to discuss the applicant's goals and confirm the applicant meets the standards for admissions.
- Tour the campus in the company of an admissions representative. International students will be given a tour upon their arrival.
- Provide a valid third-party evaluation of foreign transcripts or diploma, as applicable.
- Complete an International Student Application form.
- Provide proof of financial responsibility.
- Copy of I-94 and Passport
- Provide proof of payment for SEVIS I-901
- For transfer students, current I-20 , Student Visa
- Pay all required fees prior to receiving an I-20

All applicants for the English programs will take the CASAS Reading & Listening test determine which ESL level would be most appropriate.

American Harbor College is authorized by the United States Immigration and Naturalization Service to issue I-20 applications for F-1 and M-1 student visas. To qualify, students must be studying a minimum of 18 hours per week. Students requesting an I-20 must complete an application for admissions, and submit it with the necessary visa and financial documentation to the ESL office at American Harbor College. The completed I-20 will be sent to the student for signature.

The student must pay the SEVIS I-901 fee prior to applying for the F-1 visa <https://www.ice.gov/sevis/i901>. An interview must be arranged with the American Embassy or Consulate to obtain an F-1 visa. The student needs to bring the I-20, evidence of the SEVIS I-901 fee payment, passport, and other required documentation to the interview with the American Embassy or Consulate.

International students are recommended to contact the ESL office at AHC to receive up to date information on admissions procedures.

Admissions Policies & Procedures

ADMISSIONS PROCEDURES

Interested applicants will interview with an admissions representative (AR), during which a campus tour will be given. The AR will provide detailed information on American Harbor College's programs, and discuss the applicant's qualifications to assist in determining the best way to meet applicants' objectives. All applicants will meet with a financial representative to discuss potential tuition financing programs. In order to be formally accepted to the College, all applicants must do the following:

1. Complete, sign, and date an International Application for Admission.
2. Make financial arrangements to cover the cost of tuition and fees.
3. Read and sign all required pre-enrollment disclosures, such as the AHC Catalog and Enrollment Agreement and other financial documents.
4. Complete the Standardized Evaluation for proper placement into the correct level for ESL students.

Placement scores:

180-190	Beginning 101
191-200	Beginning 102
200-210	Intermediate 201
211-220	Intermediate 202
221-228	Advanced301
230-235	Advanced 302

Placement Scores for Post Advanced ESL courses:

236+	Conversation, Business, TOFEL
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ATTENDANCE POLICY

Student attendance is taken every day by the Instructor and students are able to access individual records through the Student Portal in Classe365. Students are expected to be in class on time, as repeated absences or patterns of coming late or leaving early will result in disciplinary action. Students are strongly advised to call the school to inform their instructor of an upcoming absence, if possible. Failure to abide by American Harbor College attendance policy will adversely affect academic progress and can lead to probation, suspension, or termination. International students should speak with the International Student Advisor for specific regulations that may impact their eligibility.

Tardy/Early Departures

Students are expected to be on time for all class sessions. A **tardy** is defined as arriving more than 15 minutes late for the first class session. The 15-minute grace period for tardiness applies to only the first class session. If a student is more than 30 minutes late to any session, the student will be marked absent for that session. An **early departure** is defined as leaving more than 15 minutes before a class session ends. Five (5) tardiness and/or early departures equal one day of absence. Calculation of absences resulting from tardy/early departures will count against the student's cumulative attendance percentage.

Termination for Absences

Students missing eight consecutive classes will be terminated from the program. International students should speak with the International Student Advisor for specific regulations that may impact their eligibility.

Attendance & Academic Policies

GRADING SYSTEM

American Harbor College uses the following scale as its standard grading system.

GRADE	PERCENT	DESCRIPTION	GRADE POINTS
A	90-100	EXCELLENT	4.0
B	80-89	GOOD	3.0
C	70-79	AVERAGE	2.0
D	60-69	BELOW AVERAGE	1.0
F	0-59	FAIL	0.0
FRP	NA	FAILED / REPEATED / PASSED	NA
FRF	NA	FAILED / REPEATED / FAILED	NA
I	NA	INCOMPLETE	NA
W	NA	WITHDRAWN	NA
P	NA	PASS	NA
F	NA	FAIL	NA

ACADEMIC STANDARDS

American Harbor College evaluates student academic performance on a 4.0 grading scale. A cumulative grade point average (GPA) of 2.0 must be maintained for consideration of making satisfactory academic progress.

Grading Formula: Final term grades are determined by total points received from a weighted application of grading criteria, i.e., exams (60%), quizzes/assignments/lab skills (40%). For example, a term test score of 80% is multiplied by 60% (resulting in 48 value points). This score is added to the resulting score for the other grading criteria to determine a student's overall term grade.

SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP is conducted formally for the English as a Second Language program at the end of each term to determine whether a student is maintaining the minimum standards for both attendance and GPA. At each monitoring point, the student's cumulative attendance percentage and cumulative GPA are assessed. Students must maintain, at minimum, a 2.0 GPA (C average) and 75% attendance at each monitoring point.

PROBATION

Probation serves as a method for both students and staff to acknowledge a student's substandard performance in attendance, academics (GPA) and/or conduct. Probation will occur if the student's cumulative attendance or GPA is below the stated minimum standards required at any of the SAP monitoring points. This will also occur if s/he is determined to have exhibited misconduct (e.g., foul language, disrespect to staff/students, etc.). The president has the discretion to place a student on probation at any time, if deemed necessary, for incidents such as repeated tardy/early departures, disruptive attitude/bad behavior, or if found to be in violation of any other school policy.

Attendance & Academic Policies

Students placed on probation will sign and receive an email and/or written notice indicating the duration of and reasons for the probation, including corrective actions required to remain in good standing. If the student fails to comply with the stated corrective actions, s/he may be terminated. Exceptions may be made due to extenuating circumstances, at the discretion of the president, upon receipt and approval of applicable supporting documentation. A student's refusal to sign the probationary form will not exempt him/her from the conditions of probation, and may lead to further disciplinary action including termination. Periods of an approved leave of absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the probationary period.

Unless otherwise stated for a specific reason, the probationary period begins at the next term, usually (60) calendar days. The duration may be longer for academic (GPA) probation if the projected end date falls within a term. If so, the end date of the probationary period may be the term end date. At management's discretion, the student may be released from probation prior to the end of the documented probationary period if all conditions have been met. If the student has not satisfied the terms of probation but has made substantive improvement, the president may extend the probationary period for fifteen (15) calendar days. If the extension date falls within a term for academic probation, the extension may be until the term end date. If the student fails to comply with the extended probationary conditions, s/he may be suspended or terminated.

International students, who are in school under a student visa and have been placed on probation, or terminated by the college, need to meet with the college international student counselor to review their visa status. Dismissal from the college would prevent the student from continuing their enrollment at American Harbor College, and could have their SEVIS record terminated. The student would be required to leave the country within 10 days of the termination.

MAKE-UP

Students are strongly advised not to miss class unless absolutely necessary. **Missed quizzes/tests cannot be made up; in such cases, a zero point value will be applied to the grading criteria.** If class is missed, it is the student's responsibility to communicate with his or her instructor and acquire any assignments issued. Any work assigned during a term (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student's final grade for the term.

Attendance Make-up: There is no make-up allowed for absences. It is the student's responsibility to attend each class session.

Make-up: If the college is closed for any reason other than scheduled holidays, either an alternate class session would be offered. Instructors would announce the scheduled class session. If a student does not attend the scheduled session in a timely manner, s/he will be marked absent for that day.

Term Exam Make-up: It is the student's responsibility to be in attendance the day of the exam. Except for extreme circumstances, there is no make-up allowed for missed exams. Only the President can approve make-ups for missed exams. Student must provide documentation of the circumstances for missing an exam.

COURSE REPETITIONS

A student must repeat (retake) any failed term to attain a passing grade. Grades earned for repeated terms will replace the original grade in determining academic progress and GPA; however, all term final grades will be on the student's transcript. **Except for ESL 402, TOEFL, a student cannot repeat a term s/he passed in order to obtain a higher grade. However upon Presidential and Program Director approval,** students may need to go back a level, dependent upon the individual academic needs. Students may repeat ESL 402, TOEFL, one time, to obtain a higher score on their exam.

Attendance & Academic Policies

Students can take any term a maximum of three (3) times, but must pass it by the third attempt. Therefore, a student may repeat any failed term a maximum of two (2) times. The standard tuition fee is charged for any failed term, any exceptions to this can only be made in writing for President Approval and only for extreme circumstances. A student must remit payment before being scheduled to repeat the term. If a student fails a term after repeating it the third time, s/he will be terminated from the program.

Charge for Repeating a Term: The cost for repeating a term is calculated at a “per hour” rate. The program tuition amount is divided by the program’s total clock hours. That number is then multiplied by the total number of hours for the repeated term (e.g., 144) to determine the cost to be charged. The tuition amount is taken from the Program Tuition Chart, reflected in the School Catalog, applicable to the student’s enrollment.

MAXIMUM “F” GRADES ALLOWED BEFORE TERMINATION

A student may receive an “F” as a term final grade no more than three (3) times overall during the normal length of the program. If a student attains a fourth term grade of “F”, s/he will be terminated from the program. International students should speak with the International Student Advisor for specific regulations that may impact their international eligibility.

TEXTBOOKS

Textbooks are not included as part of tuition costs. New textbooks are required and must be purchased either through the college or an online book store. If the student decides to purchase on their own, please communicate with your Instructor for ways to purchase the book /s. The majority of the ESL books include online access to “My English Lab”. Students will be provided a list of required textbooks upon enrollment, and need to be prepared to purchase books on the first day of each term start. Students are expected to have all textbooks by the first day of class. It is the student’s responsibility to come prepared to each class session, which includes having the textbooks available. The textbooks will be used as part of the program, and upcoming books that are needed for each term can be purchased by the campus. Students will be given reading assignments and homework from the textbooks. Test questions may include information from class lectures and/or textbook reading assignments.

LEAVE OF ABSENCE

A student may be granted an approved Leave of Absence (LOA) for ESL only for emergency circumstances that prohibit him/her from attending school. Requests must be made through and approved by the Student Services department. Such requests will be considered on an individual basis and are subject to the following conditions:

1. An LOA must be requested in writing, via a specific form provided to the student upon request, which must be completed in full.
2. A student will not be eligible for a leave of absence until after completion of an entire term or term, with a passing grade.
3. If an approved LOA begins during a week, the remaining days of that week will be counted as one full week toward the total number of allowable weeks for LOA and students may only return upon the next scheduled term start.

Attendance & Academic Policies

4. A maximum of two (2) leaves of absence may be taken during any twelve (12) month period, and the total number of days/weeks for both LOAs cannot exceed one half the program length or 150 days, whichever is shorter. The 12-month period begins on the first day of the student's initial LOA. An additional LOA may be granted to military personnel called for duty, upon receipt of applicable documentation.
5. If a leave of absence begins during a term, the student will be withdrawn from the term. It will be rescheduled in its entirety upon the student's return.
6. A student must return from an LOA at the beginning of a term that s/he has yet to successfully complete; a student cannot return into a term that s/he has already passed.
7. Upon return from an LOA, a student's expected completion date will be extended, at minimum, for the number of weeks of the LOA period; and the extension can include additional weeks, depending on the schedule rotation upon the student's return. Students are advised that they may also be required to attend an alternate class session (e.g., afternoon instead of evening) or different class sessions concurrently, at times, in order to complete the program within the allowable maximum timeframe.
8. Students who fail to return to class on the scheduled "return date" following a leave of absence will be automatically terminated from the program. A student may return earlier than the scheduled return date as long as s/he returns at the beginning of a term that s/he has yet to successfully complete.
9. Students making tuition payments to the School remain under that obligation during a leave of absence.
10. Students will not be eligible for any financial assistance, nor will any training/enrollment verification forms be processed during a leave of absence.

International students attending school on a student visa should see the International Student Advisor for specific requirements regarding their LOA in order to maintain their status.

SUSPENSION AND TERMINATION

Students are required to follow all rules and abide by all regulations while on campus, and to exhibit respect for others and self-discipline at all times. **American Harbor College strives to maintain a safe learning/working environment, and has a zero tolerance policy for making threats to staff or students.** A student may be suspended or terminated for any of the following reasons:

1. Cheating or falsification/misrepresentation of material information in any School records including, but not limited to, application/enrollment paperwork, quizzes/exams, homework, and sign-in (attendance) sheets, whether inadvertent or deliberate.
2. Copyright infringement and/or unauthorized use/distribution of school materials, for which the appropriate authorities will be notified for possible prosecution under the fullest extent of the law.
3. Stealing, defacing, or mutilating any School property (e.g., computers, labs, classrooms, offices, restrooms).
4. Disobedience or disrespect toward an instructor or administrative staff member.
5. Disrespect toward another student or behavior creating a safety hazard to students and/or other persons at the School, as well as making any threatening comments while on campus.
6. Possession of drugs, alcohol, or weapons on school premises.
7. Excessive absenteeism, including tardy and early departures.
8. Failure to meet financial obligations.
9. Any other determined infraction of misconduct.

Attendance & Academic Policies

A student who is suspended from school is marked absent for all days s/he is on suspension and is not exempt from applicable school policies regarding poor attendance. A student's refusal to sign the suspension form will not exempt him/her from the conditions of suspension, and may lead to further disciplinary action including termination. If terminated for consecutive absences, the date of determination of the student's withdrawal will be the eighth consecutive class day of absence, for purposes of determining an applicable refund. Students have the right to appeal suspension or termination (*see section on Appeals*). International students attending American Harbor College on a student visa, and have been suspended or terminated, must see the International Student Advisor to discuss their status.

GRADUATION REQUIREMENTS

Upon successful completion of the training program, a student will earn a certificate and final official transcript, provided the student meets all of the following conditions:

1. Achieves a minimum cumulative grade point average (GPA) of 2.0
2. Achieves a minimum cumulative attendance percentage of 75% for all ESL programs
3. Is present on the last scheduled day of the program
4. Satisfies all financial obligations to the School

Certificates and final transcripts are issued generally within four to six weeks of the completion date. During this time, graduates can request a formal letter verifying completion of the program provided the above conditions are met.

General Policies and Information

ORIENTATION FOR NEW STUDENTS

Each department conducts a short presentation to all new starts, which is normally held before the first class session. The orientation includes an introduction to American Harbor College staff and a detailed overview of various American Harbor College policies as outlined in this catalog.

COMPUTER LAB

American Harbor College provides a computer lab, a variety of software directly related to the various programs, and general applications such as typing tutors and applications for word processing and spreadsheet/database. Students are prohibited from downloading or using any external software on American Harbor College computers, which are to be used only for school/program purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

American Harbor College complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. The school complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (Title VII) of the Civil Rights Act of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies or to comply with a judicial order or lawfully issued subpoena.

TRANSCRIPTS AND RECORDS

Copies of unofficial or partial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the student. Students must complete the Petition Request form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of fifteen dollars (\$15.00) will be required for any additional transcripts. American Harbor College will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan obligation is paid in full. All grades received during a student's enrollment will be reflected on the transcript.

American Harbor College maintains a file for each student that contains all requisite information on their enrollment, financial, and academic progress. Upon written request, a student may review his/her file during enrollment in the presence of American Harbor College employee and/or request to have the file copied, excluding any and all test materials. No officer, administrator, or employee of American Harbor College shall release information concerning any enrolled/terminated student or graduate to a third party without the student's prior written consent with the exception of any regulatory agency. State law requires that this educational institution maintain school and student records for a five-year period. For graduates, a copy of the diploma and official transcript are maintained permanently.

General Policies and Information

SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature while at the College. No student, applicant, faculty member or other employee of American Harbor College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that s/he is a victim of sexual harassment by any student, applicant, faculty member or other American Harbor College employee should bring the matter immediately, in person, to the attention of the American Harbor College President or Human Resources Director. Any questions about this policy or potential sexual harassment should also be brought to the attention of the aforementioned school officials. American Harbor College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

HEALTH INSURANCE INFORMATION

Applicable federal guidelines and the NAFSA: Association of International Educators, advise all International Students and accompanying dependents (spouse and/or children, if any) to procure adequate medical insurance coverage and maintain it active during their presence in the USA as an International Student, and during their entire enrollment at the American Harbor College (HCC). The following minimum benefits are: medical benefits of at least \$50,000 per accident or illness, repatriation of remains in the amount of \$7,500, expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000 and a deductible not to exceed \$500 per accident or illness. This insurance policy must be underwritten by an insurance corporation with an A. Best rating of "A-" or above, an Insurance Solvency International, Ltd. (ISI) rating of "A-I" or above, a Standard and Poor's Claims Paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above.

While the cost of such insurance policy may vary, the average monthly premium might be between fifty (\$50) U.S. Dollars and one hundred twenty (\$120.00) U.S. Dollars, per person insured.

Not obtaining health insurance can cost you in the tens of thousands of dollars if a serious illness or accident occurs. AHC does not provide or intermeditate the procurement of health insurance policies, and the international students are responsible to make their own arrangements with reputable insurance companies.

Additionally, our school presents/posts a few adequate insurance policies/plans through the International Student Department and the Student Services Department, without specifically endorsing any of them in particular; please note, comparable health insurance policies and plans can be found by researching readily available resources, such as student associations, community-based organizations, the internet, etc.

An illness or injury can be financially devastating. The cost of health care has risen dramatically. Health insurance can help protect you from large out-of-pocket expenses. Medical care expenses can jeopardize a student's financial status and ability to maintain full-time status in good standing.

General Policies and Information

TRANSFER OF CREDIT

The transferability of credits you earn at American Harbor College is at the complete discretion of the institution in which you may seek to transfer. Acceptance of the diploma you earn in your chosen program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you need to ask the new institution about your options. For this reason, you should make certain that your attendance at this institution (American Harbor College) will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American Harbor College to determine if your credits or diploma will transfer. Students are advised that American Harbor College has not entered into an articulation or transfer agreement with any other college or university for the purpose of accepting transfer of credits. Upon receipt of a student's written request to transfer out, American Harbor College will offer guidance regarding the transfer process. Assistance may include, but is not limited to, providing the student an official transcript, syllabi, and/or course outlines/descriptions. American Harbor College has not entered into an articulation agreement or transfer agreement with any other college or university.

Students previously enrolled in an accredited institution may submit their academic record/transcript for review and consideration of possible transfer of credit when applying to American Harbor College. Instead of accepting a transfer of credit, American Harbor College may administer a comprehensive exam for each course/term to measure or affirm the applicant's previous education and training. A minimum score of 70% on each exam is required in order to receive credit for that particular course. The maximum amount of the courses that can be reduced by a transfer of credit is 30%, unless special circumstances warrant further consideration by the Campus President. Students who are granted such credit may also have their tuition reduced on a pro rata basis.

CREDIT EVALUATION

Students with documented prior training in their chosen program of study can be tested for consideration of receiving applicable credit for that training. Such requests and valid documentation must be presented and approved prior to signing the enrollment agreement. The evaluation will be based on a written and/or oral exam, as well as an assessment of lab skills, if applicable. Credit allowed will be reflected on the enrollment agreement, and the length of the program will be shortened accordingly.

COURSE CHALLENGE

Prospective enrollees and students may challenge a course (term) to be exempt from having to take that particular term during their enrollment. The applicant or new student will take the applicable term exam(s) to demonstrate sufficient knowledge of the material. All requests to challenge any course(s) must be submitted to American Harbor College no later than the first day of the second week of enrollment, and all course challenge exams must be completed by the second week of enrollment.

The cost to challenge a course is \$100.00. If the challenge test is passed, the student will receive credit for the course, and the transcript for the course will reflect "Cr" to denote credits earned. If the student fails the "challenge test", s/he will be required to take the course and achieve a passing grade to earn credit; and the fee paid for the challenge test will be applied toward the tuition of the program. The maximum percentage of the program that a student may challenge is 50%.

General Policies and Information

RE-ENTRY

Students who were terminated or who voluntarily withdrew from their program must submit a letter requesting approval to re-apply. The letter must clearly demonstrate that the condition(s) causing dismissal have been corrected to afford American Harbor College management a measure of confidence in the student's ability to succeed. Upon such approval, the applicant may apply for another enrollment and must follow all admissions policies and procedures. Applicants approved to re-enter the program will be evaluated by the program director or a designee for evaluation of retained skills. This evaluation will determine whether the student's level of retained skills and knowledge is sufficient to warrant excusing the student from repetition of certain courses in the program. The length of any allowable LOA will be based on the student's new re-entry schedule.

If a student was terminated for not fulfilling his/her financial obligation to American Harbor College, s/he must make arrangements to satisfy any outstanding balance to be considered for readmission. Students who are terminated or voluntarily withdraw a second time will not be eligible to reapply for 12 months from the date of determination of their second termination.

International students attending American Harbor College on a student visa need to speak with the International Student Advisor to determine their eligibility for re-entry.

PERSONAL PROPERTY / LIABILITY

American Harbor College is not responsible for loss or damage to personal property or for personal injury. This includes, but is not limited to, inadvertent needle sticks during medical program lab sessions, contact with blood, or any other potential hazard that may occur while on the school grounds or at a school function outside the facility. American Harbor College strongly advises students to obtain their own health insurance coverage for the period of their enrollment in order to cover any potential costs due to unforeseen injuries while enrolled.

DRUG AND ALCOHOL PREVENTION PROGRAM

In compliance with federal and state law, American Harbor College maintains a program to prevent the illicit use of drugs and the abuse of alcohol by its students and employees. All enrolled students are informed that unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. All must sign a statement indicating that they are aware and will abide by American Harbor College's Drug Prevention program. Students violating this policy will be subject to immediate termination. The program consists of:

1. Distribution of the *Drug & Alcohol Abuse Policy Statement* form (provided at time of enrollment) that describes the perils of drug abuse, including life threatening factors and other health risks associated with the use of illicit drugs and alcohol. Students are required to sign and date this form for inclusion in their file.
2. Availability of drug and alcohol counseling, community treatment or rehabilitation programs and/or services.
3. Referrals to workshops and seminars with outside experts conducting lectures on anti-drug abuse.

General Policies and Information

JOB PLACEMENT ASSISTANCE

The English Language programs are non-vocational programs. There is no job placement available for any of the ESL programs.

SMOKING

American Harbor College maintains a smoke-free environment. Smoking areas are designated outside the school facility. Smoking is not permitted in restrooms, classrooms, or other interior areas of the College. Violation of this policy will result in disciplinary action.

FOOD AND DRINKS / STUDENT LOUNGE

No food (including candy and gum) or open drinks are allowed in school classrooms, unless approved by American Harbor College management. Only closed-lid bottles are permitted. Additionally, food may be eaten in lobbies, hallways. A student lounge is available for eating and leisure during breaks. Students are strongly advised to respect the rights of all students and staff by maintaining a clean environment.

PERSONAL CALLS AND VISITS

Students cannot use American Harbor College's office telephones for personal use, and cell phones must be turned off or on vibrate during class. Messages will be taken if American Harbor College receives a call for a student. If the call appears to be a valid emergency, every effort will be made to find the student and relay the message. Visitors are welcome to American Harbor College and must check in at the front desk. A guided tour will be arranged by appointment. **Children are not allowed in classrooms or labs at any time and cannot be left unattended.** Students are strongly advised that, due to federal privacy laws, American Harbor College staff will not reveal a student's status to anyone visiting the campus, including family members. Exceptions will be made to those persons indicated by the student on his/her FERPA Buckley Amendment form or to comply with a judicial order or lawfully issued subpoena.

FIELD TRIPS AND GUEST SPEAKERS

Field trips may be scheduled by the instructor. The purpose of field trips is to augment classroom instruction by exposing students to the real world in various environments and to practice the skills learned in the classroom. Guest speakers may be invited to reinforce classroom training. Students are required to attend all scheduled field trips instead of attending school for that day. If for any reason a student is not able to attend a field trip they must come to the campus and complete a lesson for the full class time or they will be marked absent.

TUTORIAL ASSISTANCE

American Harbor College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remedial classes outside of regular class time. Instructors make every effort to identify students in need of assistance. However, students are urged to take the initiative in seeking help directly with their instructor or program director.

STUDENT ACADEMIC ADVISEMENT

American Harbor College's faculty and staff are available to advise students on academic problems and, if necessary, to provide referral to special counseling services when deemed appropriate. All efforts will be made to provide a supportive environment to assist each student in maintaining his/her academic progress in order to successfully complete the program.

General Policies and Information

Chance of Address, Phone Number and/ or Email Address

Students must communicate with AHC when any of these changes occur, indicating any change of address or telephone number(s) immediately notify the Student Services department. International students must notify the school within 10 days of any change to successfully maintain your F-1 Status with SEVP.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

American Harbor College understands that students may require assistance regarding personal issues while enrolled. American Harbor College does not have dormitories or housing availability. American Harbor College maintains information pertaining to local temporary housing, child-care facilities, babysitting services, and local transportation, all of which will be provided upon request. If you need assistance pertaining to your visa or other immigration issues, please see the International Student Representative.

FACULTY QUALIFICATIONS

ESL Faculty members must have a combination of a Bachelor degree and a certification or master's degree in a related field.

APPEALS

Students may appeal decisions on probation, suspension, termination, and denial of credit transfer if they believe them to be unjust. A written appeal must (i) specify the basis for the request, (ii) include any relevant documentation, and (iii) be submitted to the campus president within five (5) days of such a decision. After review by management, the School will respond to the appeal within three (3) days of it being filed.

COMPLAINT PROCEDURE

When problems arise, students should make every attempt through American Harbor College's formal complaint procedure to find a fair and reasonable solution to the matter. Students are encouraged to bring any complaints first to the attention of their instructor who will attempt to resolve the problem. If the instructor is unsuccessful or unable to assist the student, then s/he will notify the AHC support team.

If the problem still cannot be resolved, the Campus President and/or Vice President will be notified; and s/he will investigate the complaint by gathering information and documentation. Upon the review and determination, the student will be informed of the decision and a summary of the decision maintained on file. However, only after the student has exercised all the available channels within American Harbor College's formal complaint procedure, and the problem(s) has not been resolved, the student has the right, and is encouraged, to take the following steps:

Unresolved complaints may also be directed to the state licensing agency: Bureau for Private Postsecondary Education (BBPE) at P.O. Box 980818, West Sacramento, CA 95798-0818; Tel: (916) 431-6959 or (888) 370-7589 / Fax (916) 263-1897; or visit www.bppe.ca.gov.

INTERNATIONAL STUDENTS

International students that are attending American Harbor College under a student visa must consult with the International Student Advisor at American Harbor College regarding school policies to determine how these policies may impact their status. This includes minimum attendance and academic requirements,

General Policies and Information

probation, termination, leave of absence, extensions and change of address. Certain circumstances may have a negative impact on your status as a student and could result in termination of your visa.

Federal regulations require F-1 and M-1 visa students to be enrolled full time and working toward an educational goal. The student must immediately speak to an International Student Advisor when they are placed on probation or terminated from the program. Students who have been dismissed will have their SEVIS record terminated and will be required to leave the country within 10 days of termination. Federal regulations state that academic probation or suspension is NOT an acceptable reason for program extension. Such a student who is not able to complete his or her program by the program end date may not be eligible for an extension of stay unless other compelling reasons exist. Extensions must be based on legitimate academic or medical reasons.

If an international student moves from their current address, they have 10 days to contact the International Student Advisor at the college. Students who do not report their change of address may be terminated for failure to maintain status.

Leave of absence requests for medical reasons must be accompanied by a letter from a licensed physician indicating you are unable to be enrolled in the current term. You may be allowed to remain in the country during the term as long as you register for the following semester and speak to an International Advisor. Only one year of medical leave is allowed and may be authorized in semester increments only. F-1 students are permitted one vacation per year following one full academic year at the American Harbor College and intend to register for the following term.

Under certain circumstances, an F-1 student may take a temporary leave from college however ESL students must always consult with their international advisor prior to the leave. If you leave the country for more than five consecutive months, you will need to restart your F-1 status with a new SEVIS record. Students should consult with the International Student Advisor prior to arranging any travel plan both within the United States as well as out of the country.

You must have a current I-20 endorsed for travel and your SEVIS record must be accurate and up-to-date. Students that have an F-1 or M-1 visa may NOT work unless certain un-planned hardship occurs, and may only work once the student has gone through the appropriate channels to obtain a work visa. Students are directed to their international advisor or the campus president for guidance. Any student that is caught working illegally will be reported to SEVIS and dropped from the school at which time; the student would have 10 days to leave the country.

TUITION PAYMENT

Tuition is payable in advance and due at the time of enrollment, students may enroll under one of the American Harbor College's tuition payment plans. Several payment plan options exist, and a qualified staff will assist students in financial advising and applying for in-house financial assistance programs. Students who fail to make a good-faith effort to process their financial assistance paperwork or to make payments in a timely manner may be subject to disciplinary action.

Financial arrangements must be made with the financial department and prior to enrollment. Private payments are made through American Harbor College's business office or an authorized designated party. Payments may be made with cash, check, money order, or credit card, and are payable to American Harbor College. Checks returned for insufficient funds will be charged the current processing fee, as published in this catalog. If tuition payments made by check are returned more than once for insufficient funds during the term stated on the enrollment agreement, all future payments must be in cash or by money order. American Harbor College does not participate in federal financial aid programs (Title IV).

Financial Assistance & Payment

Past Due Accounts

Past due tuition payments over 3 days from the start of class or the pre-arranged payment schedule, will be charged a late fee of twenty-five dollars (\$25). This may cause an interruption to a student's education, which may have an impact on maintaining status. If any un-foreseen hardships occur, speak to your international advisor to fill out a petition of request for a payment plan extension. The petition will be approved or denied as deemed by the members of the board. Delinquent tuition beyond 90 days may be turned over to an outside agency for collection efforts. Students who have been dismissed for non-payment of tuition will not be considered for re-admittance until all delinquent tuition payments have been paid in full. American Harbor College reserves the right to withhold student transcripts for completed clock/credit hours that have not yet been paid.

CANCELLATION

You have the right to cancel the enrollment agreement for the program of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the agreement, until midnight of the 7th calendar day after any of the following: (a) the first class you attended; (b) receipt of a copy of notice of cancellation; or (c) receipt of a copy of the agreement and applicable disclosures. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. You may also cancel by telephone.

If you cancel the agreement, the School will refund any tuition money that you paid within 45 days after receipt of your notice of cancellation.

Additionally, the School also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his/her agreement prior to the scheduled class start or may never attend class (no show). The School may consider a withdrawal after the class start as a cancellation or no show and, therefore not consider the applicant as a new start. Additionally, the School reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

REFUNDS AFTER WITHDRAWAL FROM PROGRAM

As a student at American Harbor College, you have the right to withdraw from your program of study at any time. If you withdraw or are dismissed after the period allowed for cancellation of the agreement, which is until midnight of the 7th calendar day following the first class you attended, American Harbor College will remit a refund, less any applicable registration fee, within 45 days following the date of determination of your withdrawal.

Pro Rata Refund Policy

American Harbor College applies a 60% pro rata refund calculation for students who withdraw or are terminated from their training before completing the stated period of enrollment. Under a 60% pro rata refund calculation, American Harbor College will retain only the percentage of charges proportional to the period of enrollment completed up to 60% or less by the student.

After completing more than 60% of the program, American Harbor College will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance. A refund is calculated using the following steps:

Financial Assistance & Payment

1. Determine the total institutional charges for the period of enrollment.
2. Divide the total institutional charges by the total number of hours in the period of enrollment to determine the tuition charges per hour.
3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the School. The amount not paid by the student for the total institutional charges is the amount the student owes to the School.

If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/termination. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay the balance.

Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 720-clock hour program, but was terminated after completing 200 clock hours. The student paid \$5,000 as of the withdrawal date (charges listed below):

Tuition: \$ 13,300.00
Registration Fee: 100.00

- (a) Tuition charge per hour is \$18.47 (\$13,300.00 divided by 720 clock hours)
- (b) Total institutional charges equal \$3,826.50 (\$18.47 x 200 hours) + \$100 registration fee + book fees)
- (c) Refund amount is \$1,173.50 (\$5,000.00 – \$3,826.50)

2. **Student completed more than 60% of the program:** A student enrolled in a 1,620-clock hour program, but was terminated after completing 1,100 clock hours. The student paid \$20,000 as of the withdrawal date (charges listed below):

Tuition: \$ 28,100.00
Registration Fee: 100.00

- (a) Tuition charge per hour is \$17.35 (\$28,100.00 divided by 1,620 clock hours)
- (b) Total institutional charges equal \$28,270.00 (\$28,100.00 + \$100 registration fee + book fees; total tuition is charged since student completed more than 60%)
- (c) Balance owed by student is \$8,270.00 (\$28,270.00 – \$20,000.00)

DETERMINATION OF WITHDRAWAL DATE

The student's withdrawal date is the last date of physical attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of

Financial Assistance & Payment

absence (LOA) is set retroactively to the last date of attendance before the LOA started. A student on an approved LOA retains in-school status.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by and/or registered with the BPPE to offer short-term career training. You are eligible for STRF if you are a California resident or have California Residency, prepaid tuition, 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 reimburse loan proceeds under a federally guaranteed student loan program, as required by law, or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of instruction within 30 days of the school being closed, or if the decline began earlier than 30 days prior to closure, a time period of decline as determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989. However, you must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if both of the following apply to you:

1. You are a student who resides in California and prepays all or part of your tuition either by cash, or personal loans; and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate arrangement to repay the third party.

You are not eligible for protection from the STRF if either of the following applies:

1. You are not a California resident; and / or have California Residency
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.

Tuition and Fees for English Courses

TUITION CHART

ESL Course *	Tuition	Registration Fee	Estimated Book Fees	Total
Conversational English *	\$800	\$100.00	\$150	\$1050
English as a Second Language *	\$5,400	\$100.00	\$630	\$6,130
English for the Business Profession *	\$1,600	\$100.00	\$125	\$1,825
TOEFL Exam Preparation *	\$2,000	\$100.00	\$125	\$2,225

*** ESL Courses are NOT under the ABHES grant of accreditation. ESL courses are programmatically approved through CEA**

American Harbor College reserves the right to revise tuition/fees and/or curricula/textbooks at any time, as required.

Texts will be ordered through the college or students may choose to order books on their own

Registration Fee is charged at the initial enrollment only. Students signing up for more than one course will only be charged one Registration Fee.

Any changes in tuition or fees will not affect those students in attendance at the time of such changes.

Additional fees may be incurred by using overseas agencies when applying to the college. These fees may vary depending on the agency of choice.

International students attending American Harbor College under a student visa should speak with the International Student Advisor regarding specific policies which may affect their eligibility.

OTHER FEES

- **Airport Pick Up:** \$150.00 (optional)
- **Course Challenge:** A \$100.00 fee is charged for each course challenged by a student. Refer to the section titled Course Challenge under General Policies and Information.
- **Health Insurance:** (Highly recommended) \$40-\$900.00 paid directly to the Insurance company the student has chosen
- **I-20 Fee:** A \$200.00 administrative fee will be charged for processing an I20 Form.

Tuition and Fees for English Courses

OTHER FEES Continued:

- **International Wire Transfer:** \$65.00
- **International Shipping Document fee:** \$75.00
- **Late Payment:** A \$25.00 fee will be charged for late payments 3 or more days delinquent on agreed-to tuition installments made directly with American Harbor College, unless the student has made prior arrangements with the administrative office.
- **Program/Session Change:** A \$100.00 fee will be charged for any approved request to change a program or session (schedule) of a program. Written requests must be received one week prior to the requested change date.
- **Registration Fee:** \$100 (non-refundable)
- **Returned Check:** A \$30.00 fee will be charged if a check is returned unpaid to American Harbor College. This fee is added to the amount of the bounced check, and the total payment must be paid by cashier's check or money order.
- **Transcript:** A \$25.00 fee will be charged for any additional transcripts issued after the first one, which is provided at no charge.

Educational Objective

Tuition and Fees for English Courses

The ESL program provides students with training in the proper use of the English language and is designed to meet the language goals of our students. Students will learn to develop their listening and speaking skills as well as reading and writing skills, and proper pronunciation.

PROGRAM OUTLINE

Term	Course Title	Weeks	Clock Hours
ESL 101	BEGINNING ESL A	8	144
ESL 102	BEGINNING ESL B	8	144
ESL 201	INTERMEDIATE ESL A	8	144
ESL 202	INTERMEDIATE ESL B	8	144
ESL 301	ADVANCED ESL A	8	144
ESL 302	ADVANCED ESL B	8	144
TOTALS		48	864

ESL101 – BEGINNING ESL A: A beginner-level course designed to help the English as Second Language learner build grammar, reading, writing, listening, speaking and note-taking skills to support constructive learning outcomes. The course includes basic grammatical structures, vocabulary and weekly writing assignments that build on each other and is related to each unit in the texts. This will enable students to develop test-preparation and writing skills. Activities include participation in class discussions, interviews, presentations, and reports on graphs and surveys. Weekly lab work will provide additional online practice, continuous assessment and timely feedback. This will enable students to build both fluency and accuracy to communicate more effectively in academic and professional situations. The course is one term of 8-weeks, 144 hours.

ESL102 – BEGINNING ESL B: This course designed to help the English as Second Language learner build grammar, reading, writing, listening, speaking and note-taking skills to support constructive learning outcomes. The course includes basic grammatical structures, vocabulary and weekly writing assignments that build on each other and is related to each unit in the texts. This will enable students to develop test-preparation and writing skills. Activities include participation in class discussions, interviews, presentations, and reports on graphs and surveys. Weekly lab work will provide additional online practice, continuous assessment and timely feedback. This will enable students to develop both fluency and accuracy to communicate more effectively in academic and professional situations. The course is one term of 8-weeks, 144 hours.

ESL201 – INTERMEDIATE ESL A: Course designed to help the English as Second Language learner build pre-advanced grammar, reading, writing, listening, speaking and note-taking skills to support constructive learning outcomes. The course includes a review of some fundamental to complex grammatical structures, vocabulary and weekly writing assignments that build on each other and is related to each unit in the texts. This will enable students to develop test-preparation and writing skills. Activities include participation in class discussions, interviews, presentations, and reports on graphs and surveys. Weekly lab work will provide additional online practice, continuous assessment and timely feedback. This will enable students to build both fluency and accuracy to communicate more effectively in academic and professional situations. The course is one term of 8-weeks, 144 hours.

Tuition and Fees for English Courses

ESL202 – INTERMEDIATE ESL B: This course designed to help the English as Second Language learner build pre-advanced grammar, reading, writing, listening, speaking and note-taking skills to support constructive learning outcomes. The course includes a review of some fundamental to complex grammatical structures, vocabulary and weekly writing assignments that build on each other and is related to each unit in the texts. This will enable students to develop test-preparation and writing skills. Activities include participation in class discussions, interviews, presentations, and reports on graphs and surveys. Weekly lab work will provide additional online practice, continuous assessment and timely feedback. This will enable students to build both fluency and accuracy to communicate more effectively in academic and professional situations. The course is one term of 8-weeks, 144 hours.

ESL301 – ADVANCED ESL A This course is course designed to help the English as Second Language learner build advanced grammar, reading, writing, listening, speaking and note-taking skills to support constructive learning outcomes. The course includes a review of some fundamental to complex grammatical structures, vocabulary and weekly writing assignments that build on each other and is related to each unit in the texts. This will enable students to develop test-preparation and writing skills. Activities include participation in class discussions, interviews, presentations, and reports on graphs and surveys. Weekly lab work will provide additional online practice, continuous assessment and timely feedback. This will enable students to build both fluency and accuracy to communicate more effectively in academic and professional situation. The course is one term of 8-weeks, 144 hours.

ESL302 – ADVANCED ESL B: This course designed to help the English as Second Language learner build advanced grammar, reading, writing, listening, speaking and note-taking skills to support constructive learning outcomes. The course includes a review of some fundamental to complex grammatical structures, vocabulary and weekly writing assignments that build on each other and is related to each unit in the texts. This will enable students to develop test-preparation and writing skills. Activities include participation in class discussions, interviews, presentations, and reports on graphs and surveys. Weekly lab work will provide additional online practice, continuous assessment and timely feedback. This will enable students to build both fluency and accuracy to communicate more effectively in academic and professional situations. The course is one term of 8-weeks, 144 hours.

The English courses below are for students seeking to advance their English language skills in specific areas. Admission to these courses is for those applicants who have already completed an advanced ESL course or have scored a minimum of 236 on their Casas placement test.

TOEFL Exam Preparation (ESL 401 and ESL 402)

This test preparation course is for students who want to take the TOEFL test. The purpose of the TOEFL is to “measure the communicative language ability of students whose first language is not English.” The majority of U.S. colleges and universities require International Students to submit TOEFL scores as part of the admission process. This course addresses TOEFL test-taking strategies and covers TOEFL’s six (6) main components – speaking, listening, reading, writing, grammar, and vocabulary. The goal for TOEFL preparation is for students to feel confident and well-prepared when taking the TOEFL Test. The course is divided into two 8 week terms, beginning and advanced. Each term is 144 hours, a total of 2 terms and 288 hours. Upon successful completion of the course, students should be prepared to sit for the TOEFL exam.

Tuition and Fees for English Courses

Conversational English (ESL 501)

The purpose of this course is to assist ESL students in enhancing and expanding their conversation skills in English. These conversation skills include grammar skills, vocabulary expansion, idioms, accent reduction, pronunciation and skills to communicate effectively and confidently in English. This course is one term of 8 weeks, 144 hours.

English for the Business Profession (ESL 601 and 602)

English for the Business Profession 601/602 is a post-advanced-level course designed to help familiarize learners with the patterns of business communications, train learners to be more effective communicators in business environments and to give learners transferable skills they can apply to any position. They will learn how to compose business correspondence, plan and give presentation, conduct negotiations, attend and lead meetings and communicate over the telephone. The course is divided into two 8 week terms, beginning and advanced. The course is divided into two 8 week terms, beginning and advanced. Each term is 144 hours with a total of two terms or 16 weeks, 288 hours.

Academic Calendar

ESL Program

START DATE	END DATE	IN-SERVICE	HOLIDAY
1/16/2017	3/9/2017	3/13/2017-3/16/2017	
3/20/2017	5/11/2017	5/15/2017-5/18/2017	
5/22/2017	7/18/2017	7/19/2017-7/30/2017	7/3/2017-7/4/2017
07/31/2017	9/25/2017	9/12/2017-9/14/2017	9/4/2017
9/18/2017	11/16/2017	11/20/2017- 11/26/2017	
11/27/2017	2/01/2018		12/22/2017- 1/7/2018

****Morning Classes: 9am-1:30pm Monday thru Thursday**

****Afternoon Classes: 2:00pm-6:30pm Monday thru Thursday**

****Night Classes: 6:00pm-10:30pm Monday thru Thursday**

****Weekend Classes: 9:00am-3:00pm Friday, Saturday & Sunday**

We reserve the right to either add or not offer all class times based upon student academic needs

Staff and Faculty

Corporate Officers

Linnea Ray, President

Brian Haggerty, Vice President

Support Staff

- Gil Sanchez Dean, JD, DBA, TESOL Certificate
B.S in Business/Law, Irvine University College of Law, Westminster 1998. Juris
Doctorate, Irvine University College of Law, Cerritos 2001, TESOL Certificate, Irvine
University, Cerritos 2011, D.B.A, International American University, Los Angeles 2017
- Tu Troung Community outreach, Student Service Support, Translation Services
B.A in Saigon College of Literature, Vietnam, MA in Intercultural Studies at Fuller
Theological Seminary, Pasadena CA, PhD in Christian Counseling at Newburgh
Theological Seminary in Indiana
- Kieu Minh Tuyet Community outreach, Student Service Support, Translation Services
BA in Foreign Languages at Hochiminh City University of Pedagogy, MA in
Intercultural Studies at Fuller Theological Seminary, PhD in Christian Education at
Newburgh Theological Seminary
- Tu Troung Community outreach, Student Service Support, Translation Services
Master of Divinity, The Church of Divinity School of Pacific, MBA: Yuin University, MA
in ministry, Union University of California, Master of Theology, in Intercultural Studies
The School of World Ministry (Fuller Theological Seminary, PhD in Business
Administration, D.Min at Fuller Theological Seminary

Faculty

- Peter Brown ESL Instructor, MA
B.S in Public Policy, Planning and Management, University of Southern California,
Los Angeles 2005, MA in Teaching, University of Southern California, Los Angeles
2006. TEFL Certified 2017