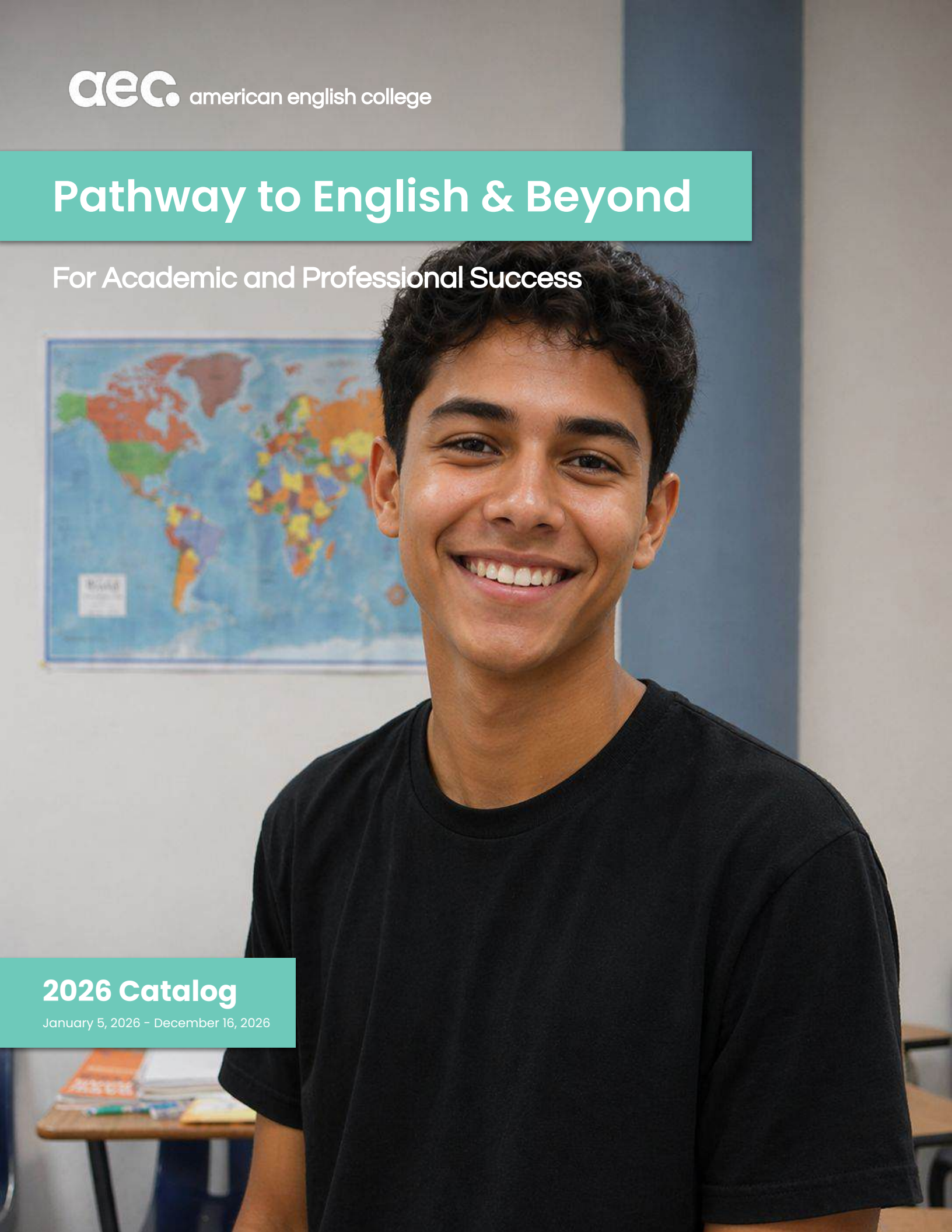
aec american english college

Pathway to English & Beyond

For Academic and Professional Success



2026 Catalog

January 5, 2026 - December 16, 2026

A Brief History

American English College is an ACCET accredited + SEVIS certified ESL program specializing in languages and test preparation. We offer group classes and private tutoring in our two campus locations in Los Angeles.

For the past 30 years, we have helped thousands of students learn a language, discover a new city, and achieve their personal goals.

Our Mission

At AEC, our mission is to provide English as a Second Language (ESL) students with an excellent, comprehensive, and affordable education in the English language for their personal success.

Our Locations

Curious? Experience a free trial class at any of our campuses!

North East Los Angeles Campus
141 N. Atlantic Blvd. Suite 200,
Monterey Park, CA 91754 USA
Tel: (626) 457-2800
Email: info@aec.edu

North West Orange Campus
18888 Labin Court, Suite B211
Rowland Heights, CA 91748 USA
Tel: (626) 820-9138
Email: info.rh@aec.edu

All students are welcomed. American English College dos not discriminate on the basis of sex, race, ethnic origin or religion.

www.aec.edu

2
campuses
in Los Angeles

30+
pathway colleges +
universities

150+
students
per quarter

Hayley Han, South Korea

During the past semesters' study, my TOEFL score improved from 80+ to 100+, which contributed to my admission offers from prestigious universities in the U.S. I'd love to recommend the courses at AEC to all international students who want to improve their English fluency and accuracy.

aec student life

TAKE A LOOK INSIDE
2026

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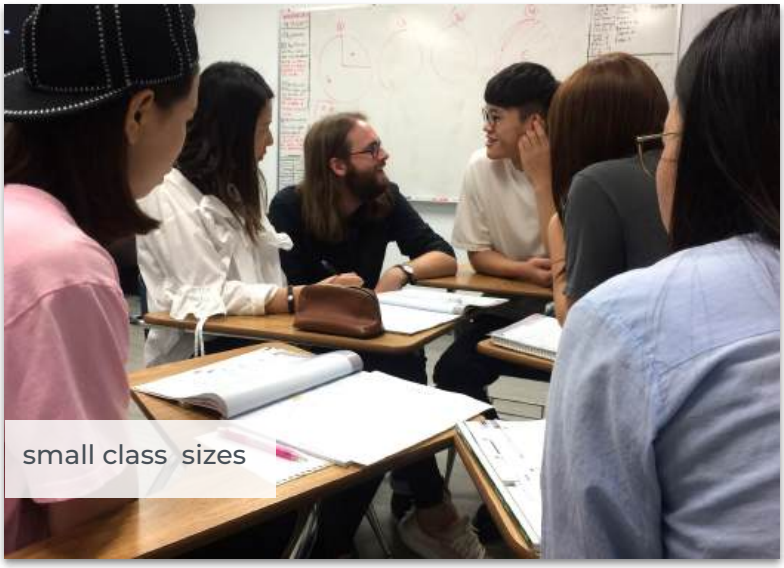
FOLLOW US
@americanenglishcollege

why aec?



small class sizes

OUR EXPERIENCED TEACHERS

Our teachers go through a unique interview and vetting process. We provide support and training so teachers can apply the latest methodologies.

Our instructors specialize in teaching English, participate in extensive monthly trainings on our communicative teaching methodologies – all to ensure every lesson is meaningful, engaging and fun.

Try any one of our classes to truly experience the aec difference.

CUSTOMIZED LEARNING OPTIONS

AEC programs are designed to prepare you for the real world.

We give students the power to choose based on their focus – whether Academic or Life Skills.

Are you a student looking for an unforgettable gap year or serious college path?

We've got you covered.

fun, and dynamic lessons

Rodrigo Ribeiro de Carvalho, Brazil

AEC was a awesome experience both for me and my daughter. Our teachers gave us as much attention and classes were amazing. Really impressive. We felt as a family at this school. What a wonderful experience! We express our gratitude for AEC family!

Francielli S Rios

why aec?

modern, open space

MODERN SCHOOL SPACE

Study abroad in a modern space that inspires you. Our school facility is contemporary, and reflects a professional, California lifestyle.

Our classrooms feature floor to ceiling windows that let the Los Angeles sunshine through, and high ceilings that feel airy and fresh.

Students meet new classmates and socialize in the outdoor atrium.

CONVENIENT SCHOOL LOCATION

Known to be the safest and affordable place to live in Los Angeles, Monterey Park and Rowland Heights are easily accessible by public transportation.

Markets, cafes and shopping areas are within a 15 minute walking distance from school.

Downtown Los Angeles, Pasadena, Hollywood, Irvine and popular beaches are a 30-45 minute ride from school.

safe, and convenient locations

Did you know?

AEC is an official partner with USC Rossier School of Education.

USC's graduate students come to observe how AEC teachers teach, and receive mentorship and training from our experienced staff.

why aec?

COLLEGE & UNIVERSITY PATHWAYS

Receive help choosing the right school, meeting application deadlines, and understanding the US education system.

Student can select from **30+ partner schools**, and take advantage of **TOEFL waivers** guaranteeing admission.

PERSONALIZED STUDENT SERVICES

Studying abroad is a once-in-a-lifetime experience. That's why every part of your stay matters.

We **go the extra mile** to match you with the right family based on your preferences.

AEC FAMILY THAT CARES

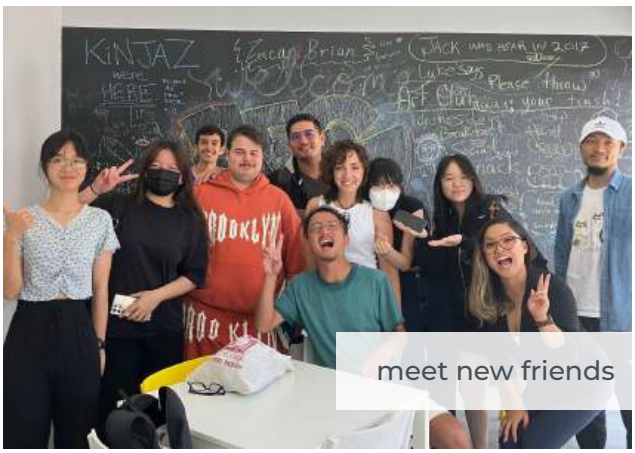
Living somewhere new doesn't have to be scary. You'll be greeted by an AEC advisor who is happy to help you with anything!

From complicated visa questions to academic planning – **we're here every step of the way**.

special college partnerships

caring and quality homestays

family environment

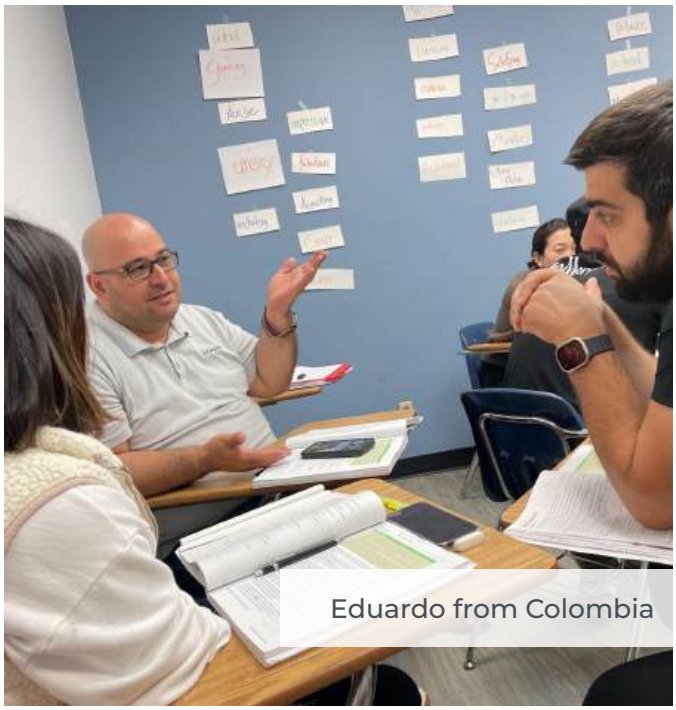

meet new friends

what's your english goal?

Enjoy a gap year in Los Angeles, or make your college dreams come true in the United States.

Choose the path that meets your purpose.

From personal academic planning to a guarantee transfer to one of our partner schools – we are here every step of the way.



Eduardo from Colombia

intensive english program

Core English level

Academic or Life Skill Focus

12 week level completion

18 hours per week

Best for those who wish to study and have personal time to explore the city.

toefl preparation program

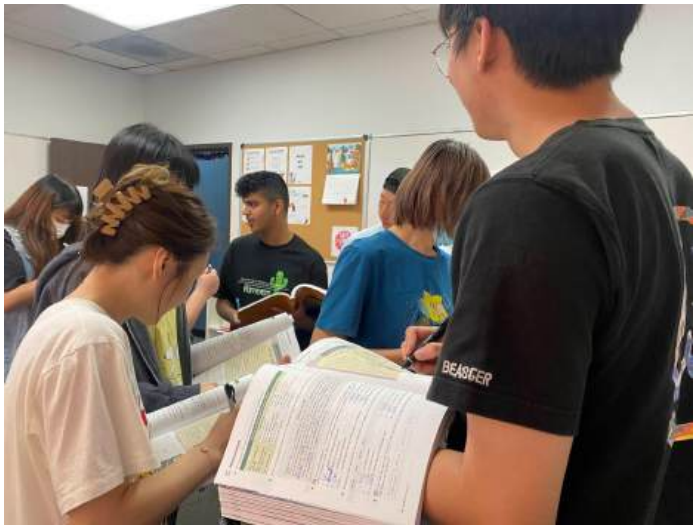
iBT Test Preparation

Prerequisite: Advanced English level

12 week level completion

20 hours per week

Best for mastering test strategies and practicing exam questions.



intensive english program

Recommended for academic students or working professionals.

- 18 hours per week
- 3 months per level
- 9 levels of english
- Join us any Monday

what to expect

Improve your English proficiency while learning practical life skills in the United States.

You will be at the center of the learning process, allowing you to improve by speaking aloud in classroom discussions, participating in group activities, and giving presentations.

Feel confident when using the language in everyday situations by practicing with your classmates and being encouraged through your progress by some of the teachers.

sample schedule

Life Skills Writing	Monday - Thursday 9AM - 1:30PM OR 10:15AM - 2:45PM
Listening + Speaking	
Reading + Vocabulary	
Writing + Grammar	

Maximum Student-to-Teacher Ratio: 1:15

why take this program

1. Study while having the freedom to explore the city.
2. Feel confident using your English for everyday situations.
3. Improve your chance of getting a better job knowing English.
4. Understand the rules for grammar usage through fun learning methods.

toefl preparation program

For the advance, academic student looking for test preparation.

- 20 hours per week
- 3 months per level
- Timed practice exams and drills
- Join us any Monday

what to expect

Practice makes perfect.

Improve your English ability, while mastering the TOEFL exam. Our instructor will guide you through each section of the test, giving you a thorough overview of tricky questions and testing strategies.

Throughout the quarter, you will slowly become more confident with the exam, while improving your overall English fluency and accuracy.

Maximum Student-to-Teacher Ratio: 1:15

sample schedule

Test-taking Strategies	Monday - Thursday 9AM - 2:00PM
iBT Listening + Speaking Practice	
iBT Reading + Vocabulary Practice	
iBT Writing + Grammar Practice	

why take this program

1. Improve your TOEFL exam score for admissions purposes.
2. Know what to do during difficult questions on the exam.
3. Have a thorough understanding of the exam structure and strategies.
4. Be guided throughout the test review process by a knowledgeable and supportive instructor.

Application Fees*

Application Fee (Non-Refundable): $160
Charged by the institution upon application. Considered a reasonable deposit not exceeding $250.

Pre-Enrollment Third-Party Fees (for overseas students only)*
SEVIS I-901 Government Fee: $350 (paid to the U.S. Department of Homeland Security)
SEVIS Processing & Administrative Handling: $35 (document preparation & filing support)
DHL International Mailing for I-20 Delivery: $125 (paid to international courier service)

**Note: These fees are collected by American English College solely to facilitate government and international processing prior to official enrollment. Because they are paid to outside entities (such as the U.S. Department of Homeland Security and international courier services) before the enrollment period begins, they are not considered institutional charges under CEC §94909(a)(8)(B) and are not subject to the institutional refund or cancellation policy once paid.*
All other institutional charges are governed by the school's refund and cancellation policy found in the Appendix.

Intensive English Program

Per Quarter: Textbooks Fee ($165) + Activity Fee ($35) + STRF* ($0; non-refundable)

	4 weeks	8 weeks	1 quarter	16 weeks
tuition	$765	$1,525	$2,050	$2,695
	20 weeks	2 quarters	3 quarters	4 quarters
tuition	$3,350	$3,995	$5,950	$7,795

TOEFL Preparation Program

Per Quarter: Textbooks Fee ($165) + Activity Fee ($35) + STRF* ($0; non-refundable)

	4 weeks	6 weeks	8 weeks	1 quarter
tuition	$765	$1,148	$1,375	$2,050

**STRF (Student Tuition Recovery Fund) Assessment: $0 per $1,000 of institutional charges*
The STRF protects eligible California resident students who prepay tuition and experience financial loss due to school closure or other qualifying events. No STRF fee is currently required. Full STRF disclosure found in the Appendix.

Student Services

Private 1:1 Lessons*: $60 per session
ITEP Testing $129 per exam
Homestay Housing: Starts at $850 per month
Airport Pickup: $125 per way

**Note: international (F1) students must register for a program to meet study hour requirements*

level 1 / foundations
For students with little or no English proficiency

12 weeks

level 2 / beginner
For students with elementary English proficiency

12 weeks

level 3 / high beginner
Students will be able to comprehend descriptive sentence and frequently used expressions.

12 weeks

level 4 / intermediate
Students will be able to use more vocabulary and write with greater ease.

12 weeks

level 5 / high intermediate
Students should be able to speak fluently and use idiomatic expressions in regular conversation.

12 weeks

level 6 / advanced
Students focus on fluency production through complex and immersive activities.

12 weeks

level 7, 8, 9 / test prep, business english, uni prep, etc.
Students focus on accuracy skills that work on language needs specific to their goals.

12 weeks

conditional acceptance
You will be admitted to your chosen academic program on the condition you enroll in an AEC English language program.

concurrent admissions
You will be admitted to your chosen academic program on the condition you enroll in an AEC English language program and reach the required English language level or score.

full admissions
Your English meets the academic requirements for admissions into one of our partner schools.

Receive a TOEFL waiver from one of our partner schools.

winter quarter 2026

January 5 – Class Starts (A)

January 19 – Martin Luther King day (holiday)

February 16 – Presidents' Day (holiday)

February 17 – Lunar New Year (holiday)

February 18 – Class Starts (B)

March 26 – Winter Quarter Ends

spring quarter 2026

April 6 – Class Starts (A)

May 18 – Class Starts (B)

May 25 – Memorial Day (holiday)

June 18 – Spring Quarter Ends

June 18 – Juneteenth Observed (holiday)

summer quarter 2026

June 29 – Class Starts (A)

July 2 – Independence Day Observed (holiday)

August 10 – Class Starts (B)

September 7 – Labor Day (holiday)

September 17 – Summer Quarter Ends

fall quarter 2026

September 28 – Class Starts (A)

October 12 – Indigenous Peoples' Day (holiday)

November 11 – Veterans Day (holiday)

November 9 – Class Starts (B)

November 25, 26, 27 – Thanksgiving (holiday)

December 16 – Fall Quarter Ends

winter quarter 2027

January 4 – Class Starts (A)
January 18 – Martin Luther King day (holiday)
February 6 – Lunar New Year (holiday)
February 15 – Presidents' Day (holiday)
February 16 – Class Starts (B)
March 25 – Winter Quarter Ends

spring quarter 2027

April 5 – Class Starts (A)
May 17 – Class Starts (B)
May 31 – Memorial Day (holiday)
June 18 – Juneteenth Observed (holiday)
June 24 – Spring Quarter Ends

summer quarter 2027

July 5 – Independence Day Observed (holiday)
July 6 – Class Starts (A)
August 16 – Class Starts (B)
September 6 – Labor Day (holiday)
September 23 – Summer Quarter Ends

fall quarter 2027

October 4 – Class Starts (A)
October 11 – Indigenous Peoples' Day (holiday)
November 11 – Veterans Day (holiday)
November 15 – Class Starts (B)
November 24, 25, 26 – Thanksgiving (holiday)
December 15 – Fall Quarter Ends

college + university english pathway

Being motivated should be rewarded.

AEC school partners give students college admissions – without needing a TOEFL.

choose your program

- ❑ Intensive English Program
- ❑ TOEFL Preparation Program

↓

select a degree and major

- ❑ Associates (2 years)
- ❑ Bachelors (4 years)
- ❑ Masters (1–2 years)
- ❑ Doctorate (PhD) (4 years)

↓

aec advisor assistance

Walk up to any advisor, and tell us about your interest, goals and accomplishes.

From creating an academic plan to help with applications – you'll get admitted into one of our partner schools.

What is a conditional acceptance letter?

Conditional acceptance provides international students a headstart in the college or university admissions process. This process is typically done before your arrival to our school, and the letter shows you will receive full admissions after completing your AEC program.

college + university english pathway

Start here to reach your academic goals.

American English College has TOEFL waiver partnerships so AEC students can attend any of the following partner schools ***without a TOEFL score*** after completing AEC's Level 6.

Community Colleges

Associates Degree

- CYPRESS COLLEGE
- EAST LOS ANGELES COLLEGE
- EL CAMINO COLLEGE
- FULLERTON COLLEGE
- GLENDALE COMMUNITY COLLEGE
- LONG BEACH CITY COLLEGE
- MT. SAN ANTONIO COLLEGE
- ORANGE COAST COLLEGE
- PASADENA CITY COLLEGE
- PIERCE COLLEGE
- RIO HONDO COLLEGE
- RIVERSIDE CITY COLLEGE
- SANTIAGO CANYON COLLEGE
- SANTA MONICA COLLEGE
- TRUCKEE MEADOWS COMMUNITY COLLEGE
- WEST LOS ANGELES COLLEGE

Universities
Specialty Private Schools

Bachelors and Masters Degree

- AMDA COLLEGE AND CONSERVATORY OF PERFORMING ARTS
- ACADEMY OF ART UNIVERSITY
- CALIFORNIA INSTITUTE OF ADVANCED MANAGEMENT (MBA)
- COLUMBIA COLLEGE HOLLYWOOD
- FULL SAIL UNIVERSITY
- HUMBOLDT STATE UNIVERSITY
- PACIFIC OAKS COLLEGE
- NEW YORK FILM ACADEMY
- NOTRE DAME DE NAMUR UNIVERSITY
- OREGON STATE UNIVERSITY
- SOFIA UNIVERSITY
- SOUTHERN CALIFORNIA INSTITUTE OF TECHNOLOGY
- TEXAS WESLEYAN UNIVERSITY
- WALSH UNIVERSITY
- WESTCLIFF UNIVERSITY
- WOODBURY UNIVERSITY

our instructors

lively and interactive

Our people mean everything to us.

We take our time to find, vet, and train our instructors.

All instructors are Native English speakers. All instructors are either TEFL/TESOL certified or hold a Masters in Teaching English as a Second Language (TESOL).

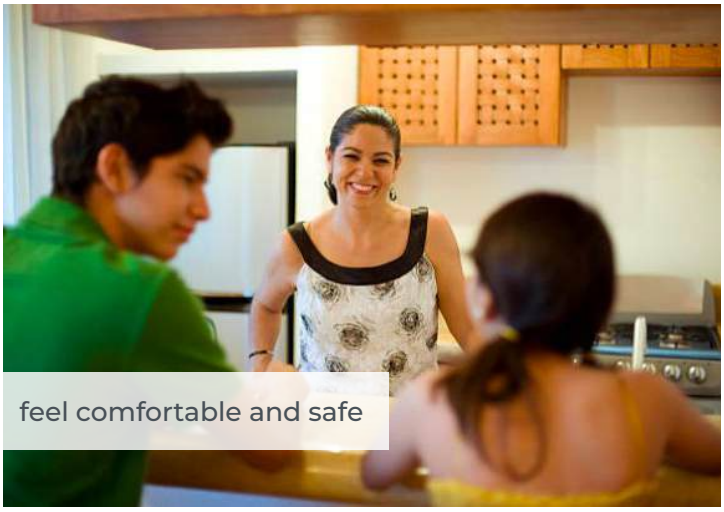
But most importantly, our teachers care about our students' success. We step it up our game, because we serve students who do as well.

experienced and qualified

learn from teachers who care

feel at home with aec

clean, furnished bedrooms



feel comfortable and safe

eat the coolest food trends

HOMESTAYS

Students can **experience life as a local** by staying with a welcoming American host family.

- Every family is interviewed, and inspected by the AEC Housing Team
- Close proximity to school
- Furnished bedrooms
- Meals optional

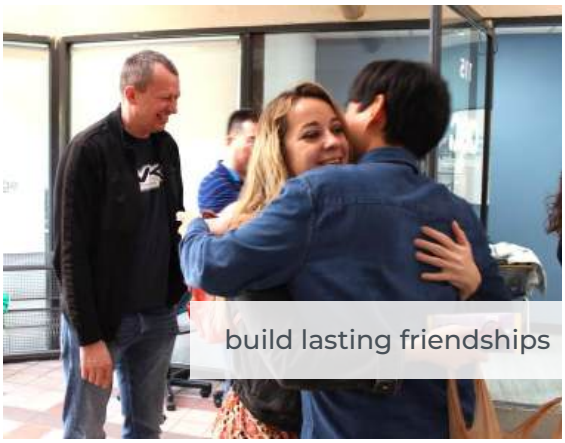
- **Airport Pick-up** (each way): $150
- **Placement Fee** (one-time): $350
- **Security Deposit** (refundable): $200

Homestay Options

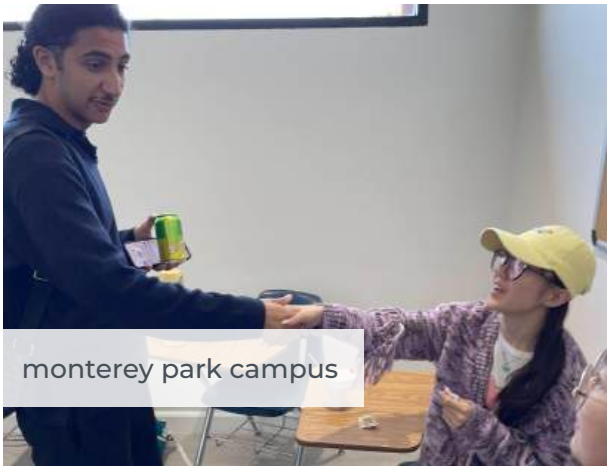
- Private Room Only:
  $850 - $1,200 per month
- Private Room + Meals:
  $1,400 - $1,600 per month
- Room + Meals + Transportation:
  $1,600+ per month

explore new destinations

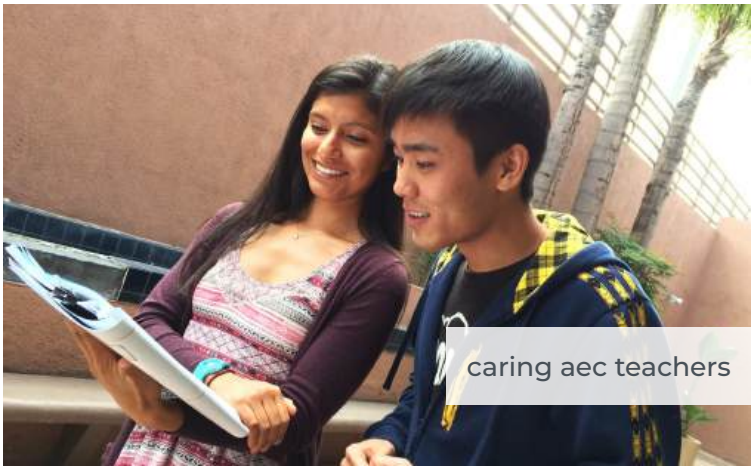
join our family



build lasting friendships



monterey park campus

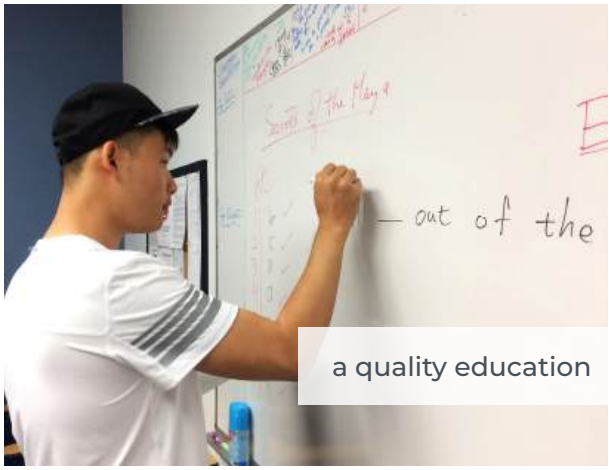


caring aec teachers

fun school activities

join our family

modern, bright classrooms



a quality education

surround yourself
with good people

rowland heights campus

how to apply

International Student (outside the United States)

For overseas students requiring I-20 for F-1 visa application.

Step 1 Complete an Online Application (www.aec.edu/online-application)
A non-refundable $160 application fee. Students must be at least 16 years old.

Step 2 Required Documents:

- Passport Copy
- Most Recent Transcript or Diploma *(can be high school or higher education, whichever is most recent)*
- Recent Bank Statement showing at least $25,000 USD
  Required by the US Embassy to show you can support your studies in the U.S.
  This can be under your name or parents name.

Step 3 Complete Application Fee
Payment instructions will be emailed to the address on your application.

- Credit Card (www.aec.edu/credit-card-authorization-form)
- Bank Wire

Upon completion, an AEC advisor will follow up with next steps at the US Embassy.

Transfer Student (in the United States)

For F-1 students changing to a different school in the United States.

Step 1 Complete an Online Application (www.aec.edu/online-application)
A non-refundable $160 application fee.

Step 2 Required Documents:

- Passport Copy and Visa Copy (and/or F1 Status Approval Notice)
- Current I-20 Copy
- Most Recent Transcript or Diploma *(can be high school or higher education, whichever is most recent)*
- Recent Bank Statement showing at least $10,000 USD
  Required by the US Embassy to show you can support your studies in the U.S.
  This can be under your name or parents name.

Complete Transfer-in Form (**linked here**)

Step 3 Complete Application Fee
Payment instructions will be emailed to the address on your application.

- Credit Card (www.aec.edu/credit-card-authorization-form)
- Bank Wire

Upon completion, an AEC advisor will follow up with your school to transfer your I-20.

accreditation

Accredited by ACCET – A Partnership for Quality®, which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. We are approved to operate by the California Bureau for Private Postsecondary Education (BPPE), which means compliance with state standards as set forth in the Ed. Code.

affiliations

We are a proud member of the following education research organizations to provide a quality english language education to our students.

connect with us

Have questions about studying abroad with us? Message us on any social platform, or follow us for a glimpse into #aeclife.

North East Los Angeles Campus

141 N. Atlantic Blvd. Suite 200,
Monterey Park, CA 91754 USA

Tel: (626) 457-2800
Email: info@aec.edu

North West Orange Campus

18888 Labin Court, Suite B211
Rowland Heights, CA 91748 USA

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Email: info.rh@aec.edu

@AECENGLISH

AMERICANENGLISHCOLLEGE

AMERICANENGLISHCOLLEGE

AMERICANENGLISHCOLLEGE

monterey park campus

@AEC-MPK

rowland heights campus

@AEC-RH

appendix

Mission Statement
The mission of the American English College is to provide English-as-Second-Language (ESL) students with an excellent, comprehensive and affordable education in the English language for their personal success.

Broad Goals and Objectives
The broad goals and objectives of AEC were written to support the mission and each educational program, encompass key operational areas of the school (e.g. student outcomes, financial stability, enrollment, educational programs, and student services), and be consistent with ACCET's Principles of Ethics. AEC's broad goals and objectives are as follows:

- Student Outcomes and Objectives (students will be able to): Gain the language and academic skills necessary to achieve academic success in all content areas.Use the language correctly and appropriately to accomplish communication goals in social, professional, and academic settings.
- Financial Stability: AEC administration is committed to practicing sound, ethical fiscal policies that result in an affordable education for our students and financial stability of the school.
- Enrollment: AEC maintains integrity in all aspects of the recruitment, advertisement, admission and enrollment process by complying with state, national and accreditation standards to accurately represent the institution and its services.
- Educational Programs: AEC is committed to presenting only the highest quality ESL educational programs and materials that provide each student a pathway to attain his/her personal and academic goals.
- Student Services: AEC recognizes the needs of its students and embraces its commitment to provide student services that will enhance their development in all facets of a well-rounded ESL experience.

Housing (continue from pg. 18)
American English College does not have dormitory facilities under its control.

Facility, Equipment and Materials used for Instruction
Resources available at: Monterey Park and Rowland Heights campus
Available to: Faculty and students (with permission/supervision)
For: All programs

Furnishings
- Teacher's desk and chair (1 per classroom)
- Students' desks and chairs (approximately 8-15 per classroom)
- At least one whiteboard per classroom
- At least one bulletin board per classroom

Technology
- An instructor-use laptop or computer for each classroom
- Additional teacher's room with computers and teacher-only printer, available in Monterey Park campus only
- TV monitor for each classroom, with HDMI connectors
- DVD and/or CD player, unless laptop or computer has the same capability
- Extra laptops for student-use

Textbook and Learning Resources
- Quarterly Teacher Textbook Set including student book, workbook, audio and online resources
- Small whiteboards that can be used in the classroom
- Craft drawer with colored pencils, colored paper, markers, dice, magazines, etc.
- Online access to all AEC textbook (past and present) resources
- Online ESL website resource list
- Dropbox resources
- Physical library with supplemental books, workbooks, and digital audio resources

General Supplies
- Office and teachers supplies drawer that includes, but is not limited to: pens, pencils, markers, glue, tape, paperclips, staplers, staples, rubber bands, whiteboard markers, post-its, clips, and whiteout·
- All-in-one printer, copier, and fax machine

Library and Learning Resources – Student Access
All AEC students have free access to use the following materials and learning resources. Those marked with an * will require request approval from an AEC administrative personnel.

The following is a list of available learning materials available to all current students:
- Flat screen monitor with laptop HDMI, in every classroom
- Student lounge and kitchenette
- Unlimited access to our library of ESL textbook resources for checkout*
- Free wireless internet
- University and college brochures
- Free parking

Instructor Qualifications
At American English College, we are committed to providing the highest quality educational experience for our students. While the following are the minimum qualifications for instructional staff, many of our instructors exceed these requirements—holding a Master's degree in TESOL and bringing extensive teaching expertise. Our minimum qualifications include:
- (1) A Bachelor's degree—preferably in Linguistics, Education, TESOL, or a related field—with a minimum of three months of full-time equivalent ESL or foreign language classroom teaching experience; OR
- (2) A Bachelor's degree along with a certificate in teaching ESL or a foreign language that includes a practice teaching component.
- Work Authorization
- Valid authorization to work in the United States.
- Demonstrated near-native proficiency in English, assessed through educational background, professional experience, and/or the interview process.

Admissions (continue from pg. 21)
Acceptance of Credits
American English College does not accept credits earned at other institutions or through challenge examinations and achievement tests.

Ability to Benefit
The objective of American English College students is to gain English language proficiency; therefore, the requirement for ability-to-benefit students is to provide a copy of their most recent transcript or diploma.

Transfer or Articulation Agreement
American English College has not entered into any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction.

appendix

Award of Credit for Prior Experiential Learning
American English College goes not offer any award of credit for prior experiential learning.

English Language Proficiency
Student's course of study is English. American English College provides instruction in English as a Second Language. There are no minimum English Language proficiency requirements. All levels of English are accepted.

COURSE DESCRIPTIONS & CLOCK HOURS
Intensive English Program – 18 hours per week (M-TH)
Designed to improve your English communication skills for personal, everyday use in the United States.
Schedule: 9:00AM - 1:30PM or 10:15AM - 2:45PM
9 Levels, 12 weeks per quarter, Total clock hours 1944

TOEFL Preparation – 20 hours per week (M-TH)
Develop well-rounded English language skills and test-taking strategies to maximize your success on the TOEFL exam for college.
Schedule: 9:00AM - 2:00PM
1 level, 12 weeks per quarter, Total clock hours 240

"Completers"
If the student finishes the course in which the student has enrolled, the student is considered a "completer" for that particular month. If the student decides to continue his/her studies, the student is also considered a "completer" for that month and the subsequent month in which the next enrollment period ends.

CAMBRIDGE MICHIGAN ENGLISH PLACEMENT TEST (CAMLA)
Each student's English level is tested upon arrival to American English College. This examination is designed to measure your mastery of the English language. There are four different kinds of skills measured: listening comprehension, grammar, vocabulary, and reading comprehension. There are 80 questions: 25-listening, 20-grammar, 20-vocabulary, and 15-reading

COURSE LEVEL
Upon arrival, the student is required to complete the CAMLA to determine their placement level. Our levels are correlated with the CAMLA and Common European Framework of Reference for Languages (CEFR). All new students must take the CaMLA English Placement Test and are placed between Levels 1–6. Students cannot place directly into Levels 7–9 and must acknowledge and agree to this placement policy.

REGISTRATION
New F-1 students are required to report to school within 7 days of arrival to the United States or upon successful transfer to American English College. Please be prepared to pay all outstanding fees related to your program, and student services.

ATTENDANCE POLICY
American English College believes that class attendance is extremely important. It is our belief that in order to progress proficiently in the English language, class attendance is vital to a student's academic improvement. Students are required to attend all scheduled classes regularly and punctually.

Students are required to have 80% attendance to maintain F-1 status, and to successfully progress to the next level. Attendance is marked daily on the roster by the instructor, and tardiness is counted towards the student's attendance score.

Attendance is recorded daily based on the following criteria for each class period within the day:

- 100% Attendance: On time & present for the full class.
- 75% Attendance: Out of class ≤ 15 minutes total (tardy or leaves within/early).
- 0% Attendance: Misses ≤ 15 minutes (late or long break).

If the student leaves early, he/she will only be marked accordingly based on the time they attended.

Student Advisors are responsible for overseeing the students' attendance, with general oversight provided by the Director of Administration. Phone calls and warning letters are made every other week to those whose attendance falls under 80%.

Attendance Warning Letters act as an official notice. American English College sends two official attendance warning notices before final termination. Until the final letter is sent, our student advisors work diligently to provide bi-weekly phone calls reminding students of the official AEC attendance policy and the ramifications involved for those that fall below the 80% attendance rule.

GRADING POLICY
Each course level is 12 weeks long. The assessment of the student's performance will be based on the following grading scale:

Class participation – 10%
- 100%: Active, asks/answers questions, stays engaged
- 50%: Sometimes engaged, needs reminders
- 0%: Off-task or absent without excuse

Homework – 10%
- 100%: Completed
- 0%: Not Completed

Bi Weekly Assessment (10%) x 4 – 40%
Midterm Exam – 20%
Final Exam – 20%

Students review test scores in class with their respective instructors. A total grade is shared at the midpoint and final week of their quarter. Students who receive an average seventy percent (70%) grade or higher is eligible to pass the course, however the student's attendance percentage is also considered in his/her ability to progress to the next level as mentioned above.

ACADEMIC GUIDANCE, PROBATION, AND DISMISSAL POLICY
Students must maintain a minimum passing grade of seventy percent (70%) and at least 80% attendance to remain in good academic standing.

A student who fails to achieve a passing grade of 70% in any class at the end of a quarter will be placed on academic guidance and required to retake that class level in the following quarter. The instructor, with approval from the Director of Education, will provide an Academic Learning Plan outlining areas for improvement, required tutoring or study sessions, and progress goals.If the student fails to meet academic or attendance standards for two consecutive quarters, the student will be placed on academic probation. While on probation, the student remains enrolled but must demonstrate consistent progress according to the Academic Learning Plan.

A student may be dismissed from American English College for any of the following reasons:

- Failure to meet satisfactory academic progress after two consecutive probation periods
- Failure to maintain minimum attendance (below 80%)
- Violation of conduct, integrity, or behavioral expectations
- Failure to meet financial obligations after due notice

Students dismissed from the institution will receive written notice and have the right to appeal the decision within five (5) business days of receiving the notice. Appeals must be submitted in writing to the Director of Education and will be reviewed within three (3) business days. The student will receive a written response outlining the final decision.

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CHANGE OF CLASS REQUEST POLICY
If a student or instructor believes a student has been placed in the wrong level, the student should first speak with a Student Advisor. The Director of Education will review the student's file and placement test results to confirm the appropriate level. If a class is determined to be too easy, the Director may request the student retake the placement test or remain in the current level until the first exams are administered. Students who score 90% or higher on all initial exams may advance to the next level.

VACATION AND LEAVE OF ABSENCE POLICY
Vacation: If the student has met the below requirements, the student must also meet with a student advisor to fill out a Vacation Request Form.

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

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

- The leave of absence must be outside of the United States.
- Student must be in-status, and in good standing in his/her academics and attendance.
- Any unused, paid tuition will be applied as credited tuition to the student upon returning from their leave of absence. In the event the student does not return from their leave of absence, the refund will be calculated based on the student's last date of attendance.
- Leave of Absence and student attendance are two different metrics and are calculated separately. A student's attendance percentage is measured based on in person attendance (appearing in and attending class at the schedule time). The student is marked as N/A during their leave of absence.
- The benchmark length and frequency of a student's leave of absence that is considered reasonable within the context of our curriculum and would be considered educationally sound to progress forward is at most 20% of the term. If a student's leave of absence is more than 20% of the term, he/she must repeat the course level.
- If the leave of absence extends beyond 5 months, the student must reapply for a new F-1 visa and SEVIS record.

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

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

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

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

Eligibility to Transfer: All students have the right to transfer at any time. Students are recommended to finish the most current school quarter to avoid disruption in academics. Records may not be in active status upon transferring if student has any outstanding balances or if he/she does not maintain good academics (below 70%) and attendance (under 80%).

To initiate a transfer, F-1 students may provide us:

- Acceptance Letter from an SEVP – Certified school
- Per SEVP guidance, the student's next school start date must be within 5 months of the transfer release date.

Schedule of Total Charges for a Period of Attendance and Estimated Total Charges for the Entire Educational Program
The following outlines the total institutional and non-institutional charges for each program offered at American English College. "Total charges" include tuition, textbooks, and activity fees.

INTENSIVE ENGLISH PROGRAM (18 clock hours per week):
Total charges for one period of attendance (a 12-week quarter) are $2,250, which includes tuition of $2,050, textbook fees of $165, and an activity fee of $35.

The estimated total charges for the entire educational program, covering all nine levels (1,944 total clock hours), are $20,250, which includes tuition of $18,450, textbook fees of $1,485, and activity fees of $315.

TOEFL PREPARATION PROGRAM (20 clock hours per week)
Total charges for one period of attendance (a 12-week quarter) are $2,250, which includes tuition of $2,050, textbook fees of $165, and an activity fee of $35.

The estimated total charges for the entire educational program (one level, 240 total clock hours) are also $2,250.

The estimated total for each entire program represents the sum of all tuition and required fees at the current published rates. Actual charges may vary if a student repeats levels or chooses optional services.

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

REFUND POLICY: An institution that does not participate in the federal student financial aid programs shall do all of the following:
(a) Our institution advises each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
(b) We shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
(c) Pre-Enrollment Third-Party Charges: Required services for overseas applicants occur before enrollment and involve payments to outside entities such as the U.S. Department of Homeland Security (e.g., SEVIS I-901 fee) and international courier services (e.g., DHL mailing). If requested, these payments may be processed by American English College on the student's behalf prior to entering into an Enrollment Agreement and are therefore not considered institutional charges. Students are eligible for a full refund of any unpaid third-party fees if the college has not yet submitted payment to the outside agency. Once payment has been issued and the services fulfilled, such fees are non-refundable.
(d) The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance education.
(e) American English College's refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. **The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.**
(f) The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. Students completing more than 60 percent of the enrolled classes are not eligible for a refund.

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

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

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

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

RETENTION OF STUDENT RECORDS POLICY
Per BPPE Regulations, 94900. (a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
(1) The degree or certificate granted and the date on which that degree or certificate was granted.
(2) The courses and units on which the certificate or degree was based.
(3) The grades earned by the student in each of those courses.
Also, per BPPE Regulation, 71930.

Maintenance of Records
(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.
(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

American English College shall retain all paper documents for a minimum of seven (7) years. This applies to all student records, personnel records, and documents associated with governmental agencies. Computer records, specifically student transcripts, will be permanently maintained. This requirement meets or exceeds all present Federal or State requirements.

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

Student Performance Fact Sheet
As a prospective student, you are encouraged to review this catalog and the most current School Performance Fact Sheet, which is provided prior to signing an enrollment agreement.

Student Tuition Recovery Fund Disclosures
All students who are California residents are required to pay the state-imposed Student Tuition Recovery Fund (STRF) assessment, which is a non-refundable charge collected by the institution and remitted to the Bureau for Private Postsecondary Education (BPPE).

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:
"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

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

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Student Loan
"If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds"

Financial Aid
AEC does NOT participate in any federal and state financial aid programs nor does AEC offer any private loans. Prices are subject to change without notice.

Placement Services
American English College does not provide placement services.

SOC Codes
American English College students are not eligible for gainful employment; therefore, SOC codes are not available.

CONTACTING BPPE
Questions: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be direction to the Bureau for Private Postsecondary Education at

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website: www.bppe.ca.gov
Telephone and Fax #'s: (916) 574-8900 or by fax (916) 263-1897

Complaints and Grievance
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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589) or by visiting (www.bppe.ca.gov).

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right to contact the Accrediting Council for Continuing Education and Training (ACCET). Please refer to ACCET Document 49 for the ACCET Policy and Procedure concerning complaints against ACCET Accredited Institutions
(http://docs.accet.org/downloads/docs/doc49.pdf)
and ACCET Complaint Procedure form
(http://docs.accet.org/downloads/docs/doc49_1.pdf).

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
"The transferability of credits you earn at American English College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the Intensive English Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution are 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 an institute on to which you may seek to transfer after attending American English College to determine if your Certificate of Completion will transfer."

"The transferability of credits you earn at American English College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the TOEFL Preparation Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution are 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 an institution to which you may seek to transfer after attending American English College to determine if your Certificate of Completion will transfer."

BANKRUPTCY DISCLOSURE
American English College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)