

# INTERNATIONAL ACADEMY OF ENGLISH



## Student Prospective Guide

### MISSION STATEMENT

The mission of the International Academy of English is to provide non-native speakers with quality English language instruction in order to help them read, write, speak and understand English at increasing levels of proficiency. We prepare students to communicate effectively in English in a friendly and supportive learning environment.





## Program Overview

The International Academy of English (IAE) is an intensive English program that offers five levels of instruction and a TOEFL Preparation course. Each level is taught throughout an 18-week term which is subdivided into two 9-week sessions (Sessions A and B). Completion of all five levels takes 18 months. If students fail, they can go through the term in the same level one more time provided they are making academic progress. The main objective of the Intensive English Program is to help students read, write, listen and speak in increasing levels of proficiency so that they can fulfill their academic and professional goals. Most of our students have the objective of being admitted to undergraduate or graduate courses in public colleges or universities. Students also want to learn English for professional reasons, such as getting a job or being promoted. Our primary instructional approach is skill-based as we place students according to their skill level in which we offer specific classes to help students enhance their reading, writing, listening and speaking skills. Our methodological approach is communicative since students learn the target language through interaction with their peers, teachers, and the outside community. As for our TOEFL program, the main objective of the course is to prepare students to be successful in the TOEFL test and to be admitted to the college or university program they apply to. The TOEFL Preparation course is also offered throughout an 18-week term and students can choose to repeat the TOEFL Preparation course if they have not attained their goal on the TOEFL exam by the end of the class.

### Accreditation:

**International Academy of English** is a private institution accredited by the Commission on English Language Program Accreditation (CEA). **CEA** was founded in 1999 by English language professionals as a specialized accrediting agency. The purpose was to provide a means for improving the quality of English language teaching and administration through accepted standards. CEA conducts accreditation reviews in the U.S. and internationally.

Commission on English Language Program Accreditation  
801 North Fairfax Street, Suite 402A, Alexandria, VA 22314  
703.519.2070

<http://www.cea-accredit.org>

### Authorizations:

**International Academy of English** is a private institution licensed to operate by the California Bureau for Private Postsecondary Education (BPPE). 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 California, 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 (toll free), (916) 431-6959, (916) 263-1897 (facsimile).

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](http://www.bppe.ca.gov).

**International Academy of English** is authorized under federal law to enroll nonimmigrant alien students.



## Student Tuition Recovery Fund

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

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

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

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

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, 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 agreement to repay the third party.

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

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

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1-800-370-7589.



### Admission Procedures

The Intensive English Program is a non-credit, short term program that does not award academic credit or grades. Hence no academic credit is transferred into or out of IAE. IAE has no articulation agreements with other institutions. IAE has no English language proficiency requirements for admission.

Here are the steps required for international students to start the admissions process at IAE. Thereafter student will be able to apply with the US Embassy or consulate in their country and obtain a student visa, which is required for non-US residents who attend the International Academy of English:

Here are the steps required for a student to register and obtain a Student VISA, which is required for non-US residents who attend the International Academy of English:

- 1) The student must fill out an application form.
- 2) The student must fill out and sign the school enrollment agreement. \*(details on page 8)
- 3) The student must sign and *initials* the school performance fact sheet. (attached)
- 4) The student must show a copy of a bank statement (either a checking or a savings account) showing a balance of a minimum of USD 3,500.00 for the first course session that the student wishes to enroll. \* Please note all bank statements MUST be in ENGLISH.
- 5) A Statement of Support must be provided, identifying the source of financial funds during student's enrollment period. This statement is required by the American Immigration authorities to prove that the student has sufficient financial support to remain in the USA without working.
- 6) The student must pay a non refundable Application Fee of USD 75.00.
- 7) The student must pay a non refundable Overseas Booking Fee of USD 300.00
- 8) The student must pay a courier fee of USD 85.00 for expedited shipping services that will be used to send the necessary documents to obtain the student VISA.
- 9) The student MUST provide a copy of his/her Passport.
- 10) The student MUST provide a clear copy of high school diploma (*no translation needed*).
- 11) Read the Student Tuition Refund Fund statement: Fee USD: .00cents \*(details on page 2)

After providing the items above, IAE will issue an I-20, which we will send along with the acceptance letter from our school.

The Immigration Services charges a "SEVIS fee" of USD 200.00 (a processing fee paid directly to the Department of Homeland Security), which is payable by the student via website. Students must complete this process on their own, by accessing the website [www.fmjfee.com](http://www.fmjfee.com). This fee must be paid at least 3 days prior to the student's appointment at the American Consulate.

The student should print out the receipt and take it to his/her appointment along with the I-20 package and any additional documents requested by the American Consulate in his /her country.

In case of a VISA denial, any preliminary fees paid (Application, Overseas, Courier), **will not** be refunded to the student, because these fees cover the costs involved in preparing the documentation.

Once the VISA is approved, we recommend students to notify the school to confirm arrival information.



## Registration Procedures

**Overseas applicants:** Please complete the Application Form and send it to us with the **non-refundable Fees** (*application, overseas and courier*). As soon as we receive and approve your complete application and additional forms, we will confirm your acceptance by sending you the school acceptance letter and enclose an invoice detailing the payment due.

**Transferring students:** Please complete the Application Form and send it to us with a copy of your financial statement, affidavit of support and your current school's I-20 form. Once your application is approved we will send you the acceptance letter and a copy of the transfer form. Application, tuition and textbooks fees are due before the first day of classes. **No I-20 form will be issued without a full payment for local students.**

### ***Methods of Payment***

All fees can be paid as follows:

- 1-By Banker's check
  - 2-By an international money order
  - 4-By a credit card (Visa, MasterCard, AMEX)
  - 5- By wire transfer *\*check tuition and fees section for additional fees information*
- All payments should be made to IAE and should reference the student's full name.

### ***Terms of Payment***

The Application Fee covers registration costs and pre-departure information. With confirmation of your acceptance, you will be invoiced for a total amount of the course fee, due within 15 days of receipt. **No I-20 form will be issued without a full payment for local students.** Students outside of the United States must pay the **non refundable** fees of Overseas, Application, and Courier in order to apply for a visa. Once the visa is obtained, the tuition fee and accommodation (if applicable) must be paid before the first day of class. **There will be a \$30 fee to reissue an I-20 in any case.**

### ***Accommodation \* Available in San Diego only***

IAE offers the following housing options: Accommodations in single or shared rooms in International Studios or accommodation with an American Host Family. Once they are reserved student is required to stay at least 1 month minimum.

### ***Arrival and Airport Transfers***

When completing the Application Form, students can indicate if they wish to be met by an IAE representative at the nearest major airport closest to the school. The fee for this optional airport transfer is \$50 and is available for flights arriving before 6:00 PM only.

### ***Age***

IAE San Diego is open to anyone *who has earned a high school diploma*. Applications for students under 18 years old are accepted only with a parent or guardian's signature.

### ***Duration of Lessons***

Each lesson in IAE classes is a minimum of 1 hour and 30 minutes.

### ***Public and Academic Holidays***

Classes are normally not held and most school facilities are closed on national holidays. A list of the public and academic holidays is available in the IAE student's handbook.



## **“STUDENT’S RIGTH TO CANCEL”**

### **Cancellation**

“Cancellation” refers to notification to IAE, in writing, that the student will no longer attend the school before starting classes. Application, Overseas and Courier fees are non-refundable. Accommodation placement fee is refundable only in case a reservation was not processed. The tuition in case of being prepaid is fully refundable.

### **Withdrawal**

“Withdrawal” means leaving the course once it has begun. There is no refund for a one month period once the student has attended the orientation session, has taken the level placement test or has attended the first day of his/her scheduled class.

### **Sample of Refund Policy:**

A student enrolls in an 8 week course and pays \$700 tuition. The student withdraws after completing 3 weeks of classes and notifies IAE of the cancellation/withdrawal. The refund would be calculated as follows:

$$\begin{array}{rclcl} (\$87.50 & \times & 4) & = & \$350 \\ \text{(prorated weekly tuition)} & & \text{(4-weeks minimum)} & & \text{(amount of refund)} \end{array}$$

Note:

- *The first month is non-refundable. Once student has taken the Level Placement test.*
- *Class schedule is subject to change without notice.*

**To cancel enrollment and/or obtain a refund**, the student must send a written request to the school’s director according to the campus he/she is enrolled.

### **Certificate Requirements/Length Program**

Students with attendance of at least 75% are entitled to a course certificate. Should a student complete the program at an earlier stage of levels than the highest offered level of instruction a certificate will be given of the level upon completion.

### **Medical Insurance**

All participants studying in the USA are recommended to have accident and health insurance for their own benefit. IAE suggests a negotiated favorable premium for IAE students with an insurance company. The cost of the coverage varies with the length of course booked. Information can be obtained at [https://purchase.imglobal.com/Quote/patriot\\_exchange/pre-quote?imgac=524866](https://purchase.imglobal.com/Quote/patriot_exchange/pre-quote?imgac=524866). If students wish to take this policy, please access the link to get a quote and enroll.

### **Late Arrival and Absences**

If students arrive late to a course, or are absent during the course, no refund will be granted. Periods of absence may not be made up with free extension of the course.

### **Liability**

IAE will not be liable in any way to the student in the event of any service, contracted to be supplied by IAE, becoming impossible to supply by reason of industrial dispute or other cause outside the control of IAE. IAE will not be liable for loss, damage, or injury to persons or property howsoever caused, save where the liability is expressly imposed beyond exclusion by statute.

### **Federal and State Financial Aid Programs**

International Academy of English does not currently participate in any federal or state financial aid programs. Students are expected to make arrangements to pay for their own tuition and incidental fees.

### **Scholarships**

International Academy of English does not offer scholarships for any of its programs at this time.



# APPLICATION FORM

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year  
 Gender:  Male:  Female First Language: \_\_\_\_\_ Other Languages: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
 Address in your home Country: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: Home \_\_\_\_\_ Fax \_\_\_\_\_  
 Email: \_\_\_\_\_

### To be provided upon arrival in the U.S:

Address in USA: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
 SEVIS ID: N \_\_\_\_\_ I-94 Number: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

### School Location: 1729 5<sup>th</sup> Avenue- San Diego, CA 92101

**Choose your Status:**  Initial  Transferring from: \_\_\_\_\_ Last Day: \_\_\_\_\_

Changing: From \_\_\_\_\_ to F1  Other: \_\_\_\_\_

**Choose Study Program:**  Intensive English I  TOEFL Preparation \*Check with campus for program availability

Course Start Date: \_\_\_\_\_ Course Anticipated Ending Date: \_\_\_\_\_

**English Level:**  Beginner  Lower Intermediate  Intermediate  Upper Intermediate  Advanced

\* Students can start classes at any Monday. Although IAE recommends students to start at the beginning of each session. \*School academic calendar is available on page 14.

### Choose your accommodation option: Minimum age: 18 years old \* available in San Diego only

Homestay\*See details on page:10

International Studios \* [www.vantaggiosuites.com](http://www.vantaggiosuites.com)

Breakfast only:  Single Room  Shared Room

Single Room  Shared Room

Breakfast & Dinner:  Single Room  Shared Room

Airport transfer:  Yes  No

No accommodation request



## Program Tuition and Fees

- Intensive English Program: **\$350/** 4 weeks
- TOEFL Preparation Program: **\$350/4** weeks - \*Check with school branch for class availability  
Class Schedule: Monday – Thursday: 9:00AM- 2:00 PM- **Clock hours: 20 hours/week**
- Intensive English Program & English Workshops: **\$500/** 4 weeks  
Class Schedule: Monday – Thursday: 9:00AM- 2:00 PM- & Friday: 10:00AM – 1:00PM **Clock hours: 23 hours/week**

\*Check one:

- |   |   |
|---|---|
| <input type="checkbox"/> Tuition Fee :  | USD 350.00/ 4 weeks - #of Weeks_____ Total: USD:_____           |
| <input type="checkbox"/> Tuition Fee:   | USD 500.00/ 4 weeks - #of Weeks_____ Total: USD:_____           |
| <input type="checkbox"/> International Booking Fee (non-refundable):              | USD 300.00  |
| <input type="checkbox"/> Application Fee (non-refundable):                        | USD 75.00   |
| <input type="checkbox"/> Student Tuition Recovery Fund:                           | USD .00 * See page number 2 for details                         |
| <input type="checkbox"/> Course Textbook – Intensive English (per/level):         | USD 150.00 /*Set of 3 core classes books /covering two sessions |
| <input type="checkbox"/> Course Textbook – TOEFL Program:                         | USD 85.00 /*Set of 2 core classes books /covering two sessions  |
| <input type="checkbox"/> International Courier Fee (mailing I-20 package)         | USD 85.00   |
| <input type="checkbox"/> Local Courier Fee (mailing I-20 package or Documents)    | USD 25.00   |
| <input type="checkbox"/> Accommodation Fee (optional)                             | USD 150.00 * Available in San Diego only.                       |
| <input type="checkbox"/> American Home Stay Fees (optional and upon availability) | USD 650.00- USD 875.00 /Month                                   |
| <input type="checkbox"/> Airport Transfer (optional)                              | USD 50.00   |
| <input type="checkbox"/> Wire transfer  | USD 30.00   |
| <input type="checkbox"/> Document re-printing                                     | USD 30.00   |
| <input type="checkbox"/> Other: _____   |   |

Choose Method of Payment:

- Check     Wire     Visa     MasterCard     Amex

\*Any check returned unpaid by the bank will incur a \$30.00 fee

\*For credit card payments complete the authorization form \*Please add USD 20.00 Processing Fee on all Bookings over USD 100.00.

**Total Fees for chosen period: USD: \_\_\_\_\_**





## Enrollment Agreement

Student's Name \_\_\_\_\_

Home Address (foreign students - this is your permanent address in your country)  
\_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Zip \_\_\_\_\_

Phone number: \_\_\_\_\_ E-Mail \_\_\_\_\_

**This agreement is a legally binding instrument when signed by the student and accepted by the school.** Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it, and that you have been given: (a) a written statement of the refund policy and (b) a chance to review the *IAE Student Handbook* and the *IAE General Catalog*, including a description of the program of study and all material facts concerning the school which are likely to affect your decision to enroll. The IAE Catalog, Prospective Guide, Handbook can be found on IAE's home page at [www.sdiae.edu](http://www.sdiae.edu). International Academy of English has met the disclosure requirements of Education Code 94810 of the Private and Postsecondary and Vocational Reform Act of January 1, 2002.

My signature indicates that I fully understand the terms, conditions, costs, cancellation, and refund policies, as outlined on this prospective guide and Application Form. I affirm that I have sufficient funds to cover all costs for tuition, accommodation, and expenses during my studies at *the International Academy of English*. In the event of illness and/or injury, I authorize *the International Academy of English* to take appropriate action for my care. I further understand that I am recommended to have accident and health insurance. I am responsible for any medical bills incurred. I am aware that the IAE Catalog, Student's handbook, IAE brochure and the School Performance Fact Sheet are available on IAE's website, [www.sdiae.edu](http://www.sdiae.edu) and it is accessible to all students and the general public.

I understand that this is a legally binding contract.


\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian (under 18 years old)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Emergency contact number

 IAE administration - Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**STATEMENT OF SUPPORT**  
**(Required for All International Students)**

\* This form should be completed by the student's sponsor and accompanied by a copy of a recent Bank Statement.

**Applicant's Personal Information**

Last Name (Family)	
First Name	
Country of Citizenship	
City/Country of Birth	
Date of Birth	

**Personal Sponsor Information**

Last Name (Family)	
First Name	
Relationship	
Address	

I \_\_\_\_\_ (name of sponsor) guarantee financial support for

\_\_\_\_\_ (Name of applicant) for the entire tenure of his/her studies at the International Academy of English. I also guarantee that all attached documentation is complete and accurate.

Signature \_\_\_\_\_

Date: \_\_\_\_\_



## HOMESTAY APPLICATION

Minimum Age 18 years old \*San Diego only

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_

Passport Number: \_\_\_\_\_ VISA Type: \_\_\_\_\_

Arrival Date and Time: \_\_\_\_\_ Flight Number : \_\_\_\_\_

How long will you stay? : \_\_\_\_\_

Address in your home country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are there any types of animals that you do not want in your home? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which type(s) do you not want? : \_\_\_\_\_

What are your hobbies? \_\_\_\_\_

Do you dislike any particular foods? (If yes please describe foods which you do not like)

Do you have any allergies? (If yes please describe them)

Will you drive a car? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any special requests for the family? \_\_\_\_\_

### Choose your Homestay option:

#### Bed & Breakfast

*Individual Room: \$750/month*

*Shared Room: \$650/month*

#### Bed, Breakfast & Dinner

*Individual Room: \$875/month*

*Shared Room: \$775/month*

\*Student is required to stay at least 1 month minimum.

\*Shared room option is confirmed upon availability

\***No** homestay will be reserved before the payment of the U\$ 150.00 Placement Fee



## Credit Card Authorization Form

I hereby authorize **International Academy of English/Tepper Technologies** to initiate automatic debits from my account at the financial institution named below. I also authorize **International Academy of English/Tepper Technologies** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **International Academy of English/Tepper Technologies** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **International Academy of English/Tepper Technologies** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

### ACCOUNT INFORMATION

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_

Total Amount to be charged: USD \_\_\_\_\_

**\*Please add USD 20.00 Processing Fee on all Bookings over USD 100.00**

### CARD HOLDER INFORMATION

Name on Credit Card:

\_\_\_\_\_

Street Address and Apt. #:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country:

### SIGNATURE

SIGNATURE: \_\_\_\_\_



## Wire Transfer

### **BANK ROUTING INFORMATION**

The following is the information requested concerning your wire transfer:

<b>Bank Name:</b>	<b>Wells Fargo Bank</b>	<b>Account Number: 8912480475</b>
<b>Branch:</b>	<b>San Diego - CA</b>	<b>Routing Number: 121000248</b>
<b>SWIFT Code:</b>	<b>WFBIUS6S</b>	

**Wire Beneficiary: Tepper Technologies Inc.  
International Academy of English  
1729 5<sup>th</sup> Avenue  
San Diego, CA 92101 USA**

**(Note: Wells Fargo Bank charges USD 30.00 for the wire transfer fee. Be sure to include this amount to the total fee.)**



## School Academic Calendar

**The schedule for December 2015 – January 2018 is as follows:**

Session	Date
Session B	December 28, 2015 - February 25, 2016
Session A	February 29, 2016 - April 28, 2016
Session B	May 2, 2016 - June 30, 2016
Session A	July 5, 2016 - September 1, 2016
Session B	September 5, 2016 - November 3, 2016
Session A	November 7, 2016 - January 5, 2017
Session B	January 9, 2017 - March 9, 2017
Session A	March 13, 2017 - May 11, 2017
Session B	May 15, 2017 – July 13, 2017
Session A	July 17, 2017- September 14, 2017
Session B	September 14, 2017 – November 16, 2017
Session A	November 20, 2017 – January 25, 2018



## **Contact:**

### **SAN DIEGO - DOWNTOWN**

1729 5<sup>th</sup> Avenue

San Diego, California 92101

Phone: +01.619.232.8768

Fax: +01.619.232.8758

[info@sdiae.edu](mailto:info@sdiae.edu) - [www.sdiae.edu](http://www.sdiae.edu)