Language On Newark
(Formerly "Princeton English Programs")

550 Broad Street, Suite 308
Newark, NJ 07102
Telephone: (862) 231-3098
Email: info@languageonschools.com

2026 SCHOOL CATALOG

Revised: January 2026

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WELCOME FROM THE CO-DIRECTORS

Dear Students:

It is our pleasure to extend a warm welcome to all students joining us at **Language On Newark** (formerly "Princeton English Programs"). As your language training begins, please know that we are here to support your individual goals each step of the way. We are proud to offer you personalized services and it is our ultimate goal to make your time with us a pleasant and successful experience.

This *School Catalog* will provide you with descriptions of the many programs and services we offer as well as our rules governing academic life and our student code of conduct.

Whether you have questions concerning academic, personal, or immigration issues, please know that we are always available to assist you.

We are confident that you will find your studies with us memorable and productive.

Brigitte Sasson
Co-Director
Language On Newark

Denis Marchant
Co-Director
Language On Newark

NEW SCHOOL CO-DIRECTOR ANNOUNCEMENT

On October 2, 2025, Denis Marchant joined Brigitte Sasson as Co-Director of Language On Newark. Denis looks forward to helping you achieve your language learning goals at our institution.

SCHOOL CONTACT INFORMATION

Address:	550 Broad Street, Suite 308 Newark, NJ 07102
E-mail:	newark@languageonschools.com
Telephone:	(862) 231-3098
Website:	www.languageonschools.com

CHANGE OF NAME AND RELOCATION ANNOUNCEMENT

Language On Newark (formerly "Princeton English Programs") has relocated from Princeton to Newark. We are now located in downtown Newark at the address indicated above. At the time of the change of name and relocation, our institution had no enrolled students. Thus, no students have been impacted by the change of name or relocation. We believe that our new location in downtown Newark will allow us to provide quality English language training and student services to a larger group of students in a convenient, high-quality space.

ABOUT LANGUAGE ON

Our Mission:

> *Our mission is to inspire people to fulfill their professional and personal English language goals in a comfortable, engaging environment. Our experienced and creative teachers use an extensive range of themes and materials to develop the structures of the English language and promote practical language proficiency. At Language On, students learn English, not about English.*

Our first school was established by friends, teachers, and professionals with a common goal of providing an exceptional educational service and allowing us to do what we do best: educate and fulfill the personal and professional English language learning goals of our students.

Your experience at Language On will prepare you for the next step on your path to success. We believe that learning another language can, and will, open doors that will take you places you never thought possible. Stop dreaming and start doing! It's time to #TurnYourLanguageOn.

>> Click here to read more

Benefits of our schools:

- Small classes (maximum of 18 students per class)
- High quality student services
- Friendly atmosphere
- Experienced, qualified English teachers
- Convenient locations
- Frequent and fun social and recreational activities

We know that learning English is a big challenge. You will enjoy the benefit of small classes and extra attention from your teachers to help make learning easier. We believe that our method, experience, and family atmosphere allow you to enjoy the learning process. We want to make learning English fun!

The Language On English Unlimited program is not designed or intended to qualify participants and graduates for employment. It is intended solely for the avocation, personal enrichment, and enjoyment of its participants.

INSTITUTIONAL ACCREDITATION, LICENSURE, AND OWNERSHIP

Language On Newark (formerly "Princeton English Programs") is accredited by the Commission on English Language Program Accreditation (CEA), a national accrediting agency recognized by the United States Secretary of Education, and agrees to abide by the CEA Standards for English language programs and institutions for the period from April 1, 2019 to April 31, 2029.

Language On Newark is licensed by the New Jersey State Department of Education and Department of Labor and Workforce Development as a private career school for the period from May 1, 2024 to April 30, 2026.

Language On Newark is owned by Language On New Jersey, LLC, a duly-formed New Jersey limited liability company. Please refer to the ownership change addendum at the end of this handbook regarding the change of ownership approved by the New Jersey Department of Labor and Workforce Development on May 19, 2024.

OUR FACILITIES

Language On Newark (formerly "Princeton English Programs") is conveniently located in downtown Newark at 550 Broad Street, Suite 308, Newark, NJ 07102, between the Newark Light Rail stations at Washington Park and Atlantic Street. Our facilities are on the third floor of a historically important office tower constructed in 1966. Several commercial parking facilities are located within a few blocks of our school. However, as parking in downtown Newark is not free, we encourage students to take advantage of public transportation options, including the nearby Newark Light Rail stations. Also within walking distance of our campus are parks, restaurants, and many shops, along with all the amenities of downtown Newark.

Our school includes five classrooms that can comfortably seat approximately 60 students, with a spacious student lounge, an administrative office, and rest facilities in the building's common areas located immediately outside the school's entrance.

Relocation announcement: Language On Newark (formerly "Princeton English Programs") has permanently relocated from its facilities from 100 Canal Pointe Boulevard, Suite 206, Princeton, NJ 08540 to 550 Broad Street, Suite 308, Newark, NJ 07102.

POLICY ON COMMUNICATING WITH STUDENTS WITH LOW ENGLISH PROFICIENCY

Language On seeks to ensure that all students, including those with low English proficiency, fully understand the policies, procedures, immigration laws and other rules that apply to them; information relating to health insurance and its importance in the United States; important documents, including but not limited to contractual documents and enrollment documents, that they must read and sign; and all matters related to the payment of tuition and other fees, including to third-party providers. As a result, Language On ensures that it has administrative staff and faculty who are able to communicate in the native languages most often spoken by our enrolled student population: Spanish, Portuguese, French, Italian and Russian.

If it is apparent to a Language On administrator that a student or prospective student does not understand any information that has been provided by Language On (either oral or written), then the administrator will take proactive steps to communicate with the student or prospective student in his or her native language, if the administrator is able to do so, in order to ensure accurate communication. This may include seeking the assistance of a Language On administrator or instructor in a different campus location who has the necessary language skills to effectively communicate with the student in his or her native language.

If no Language On administrator has the necessary language skills to effectively communicate with a low English proficiency student or prospective student in his or her native language, then the Language On administrator will seek the assistance of an agent, if the student was referred through an agent, and/or have the information translated into the student's native language through Google Translate.

Because of the particular importance of Language On's policies relating to cancellations and refunds, the Language On website has a page dedicated to providing this information in multiple languages, including Chinese, Turkish, Russian, Portuguese, Korean, Japanese, Italian, Arabic, French, German and Spanish, in addition to English.

GRANTS, STUDENT LOANS, SCHOLARSHIPS, AND FINANCIAL MATTERS

Language On does not award grants or scholarships at this time. However, Language On does honor grants and scholarships that our students have been awarded from outside organizations. Students who enroll at Language On are not eligible for need-based financial aid (including student loans) under federal law. Language On will

provide students with a financial statement at the time of enrollment and upon request.

Students who elect to pay their tuition in installments must make tuition payments every four (4) weeks. Students who fall behind on their tuition payments will receive a reminder from the school director. Students should direct all questions relating to their financial record or obligations to the school director.

Tuition and Fees

Tuition

English Unlimited Program (**Semi-Intensive**: 15 class hours per week)

1-3 weeks: $175 per week 4 weeks or more: $150 per week

Students who enroll in the English Unlimited Program (Semi-Intensive version) for 11 weeks or more receive 2 additional weeks for free when program tuition is paid in full upon enrollment.

English Unlimited Program (**Intensive**: 18 class hours per week)

Length of enrollment	Paid in Full	Tuition if paid in installments (every 4 weeks)*	
	Total Tuition	*Total Tuition*	*Payment*
52 weeks	$5,470	$6,435	$495
26 weeks	$2,928	$3,445	$530
13 weeks	$1,589	$1,869	$575

* Price when tuition is paid in installments. Payments are due every 4 weeks (final payment will be prorated to the number of weeks remaining).

Fees and Student Services

Note that all of the fees below are non-refundable.

Registration Fee	$150 (Semi-Intensive Program) or $200 (Intensive Program)
Change of Status Advising	$200 (Applies to students changing status from B-1/B-2 to F-1)
I-20 Processing Fee	$100
Health Insurance	Please contact us for special pricing.
Student Identification Card	$25 (required one-time fee for all students enrolling for 4 weeks or longer)
Materials and Testing Fee	$50 (per 13-week academic quarter)
Program Extension Fee (F-1 students)	$100 (per program extension)
iTEP Testing	$99 (per test administration)

IMMIGRATION QUESTIONS AND ADVISING

Certain immigration requirements must be met to enable you to leave your country to come to the USA for recreational (part-time) study at our school (the *English Unlimited Semi-Intensive Course*) or full-time study at our school (the *English Unlimited Intensive Course*). Because Language On is authorized by the United States government to enroll nonimmigrant students, our *English Unlimited Intensive Course* qualifies for the F-1 (student)

visa.

For the answers to many immigration-related questions, please visit http://languageonschools.com/about/faq/. For immigration advising related to our entering, remaining in or exiting our program or study, you are also encouraged to contact a school director or assistant director for an immigration advising session. In accordance with our "open door" advising policy, a qualified advisor will meet with you immediately if available. Otherwise, you may schedule an immigration advising session for the same day or the next business day.

>> Click here to read the F-1 Visa Guide

ACCOMMODATION (STUDENT HOUSING)

Language On's responsibility for the provision of student housing

Language On does not directly provide any student housing, nor does Language On require students to contract (purchase) housing from or through Language On. However, Language On may, from time to time, contract with highly reputable third-party homestay providers or provide referrals to nearby apartment housing in many of the areas we serve.

Housing options for international students

When selecting housing options during your program of study, you should select the option that best fits your individual needs and budget:

Homestay:
By choosing this option, if it is available in your area, you can live with a family. By selecting this option, you will have the security of knowing that your homestay family has been reviewed and selected by the school or its representative. Another advantage of this option is that it contributes to an immersive cultural and language learning experience in the United States.

Private Apartment:
By choosing this option, you can live in an apartment that meets your specific needs. Private apartments come in a wide variety of types, sizes, and locations. However, private apartments are relatively expensive and some have strict entry requirements. Many apartment complexes have a lengthy application process and require high initial payments in order to move in (such as payment of the first month's rent, last month's rent and a security deposit).

Hostel:
By choosing this option, you can live with other students or travelers from around the world. If you are budget-oriented, this option may be right for you. Students can typically live in a shared or private bedroom with common areas including bathroom, kitchen, and lounge.

Additional information about accommodation options can be found on our school's website at http://languageonschools.com/accommodations/.

Student housing policies and procedures

Students who select homestay (if available in their area) as their housing option will complete a special student housing orientation session during their first week in the program. This special student housing orientation includes the following components:

1. An explanation and description of the type of housing you have selected
2. Important student housing policies and procedures that apply to you
3. An explanation of your right to choose alternative housing options at any time (however, you should be aware that, depending on your circumstances, you may not be entitled to a refund of prepaid housing fees as described in the terms and conditions of your enrollment)
4. An explanation of your right to submit a housing complaint, along with our school's policies and procedures for investigating housing complaints and solving housing problems quickly (described below)
5. A reminder that the consumption of alcohol or use of tobacco products by persons under 21 years of age is unlawful (illegal), and that the uninvited use of both is inappropriate in a homestay environment, regardless of your age
6. Cross-cultural information necessary for you to enjoy a successful homestay or apartment experience, including an overview of U.S. expectations for cleanliness, personal hygiene and the use of bathroom fixtures (e.g., sinks, toilets, showers, etc.)
7. A review of your housing rights and responsibilities
8. The opportunity to ask any questions you may have or seek clarification of any information

Additional information about student housing

- If you have selected homestay (if available) as your housing option, Language On wants to know if you are satisfied with your choice. Please let us know what you think about your homestay. If you are happy with your accommodation (housing), be sure to let us know. Also, please do not hesitate to let a Language On staff member know if you are unhappy with your homestay for any reason. We will do everything we can to meet your expectations.
- If you have selected homestay as your housing option, please remember to answer the question about student housing on your end-of-term or exit student satisfaction survey. It is important for us to know how satisfied you are with your homestay family.
- A staff member of our third-party homestay provider has personally inspected all homestay locations. If you have selected homestay as your housing option, you have the right to review the results of these inspections upon request.
- If you have selected homestay as your housing option, you have the right to live in a safe, clean and livable environment. If for any reason you believe that your homestay is unsafe, unclean or not livable, please contact a Language On staff member immediately so that we can investigate and resolve the problem.

Complaints about student housing

If you have selected homestay as your housing option and are not satisfied with your accommodation (housing) for any reason, you have the right to submit a housing complaint. Language On takes all housing complaints seriously and will investigate all housing complaints promptly and solve problems without delay. This includes relocating you to another homestay family or referred apartment if reasonably justified under the circumstances.

Complaints relating to the safety, cleanliness or livability of student housing, as well as complaints concerning unlawful or dangerous conduct that threatens your wellbeing or the wellbeing of others, will be investigated within one (1) business day and resolved as quickly as possible. All other housing complaints will be investigated and resolved within five (5) business days. The policies and procedures that apply to general student complaints, including the requirement that all formal complaints and their resolution be properly documented, apply to housing complaints.

HEALTH INSURANCE

Language On does not require you to have health insurance in order to enroll in our English programs. However, we feel **it is very important that you have some form of health insurance.** Health insurance is not a requirement for travel to the United States but it is something you may want to consider. **Healthcare in the USA can be very expensive.**

Language On also offers students two different health insurance options. To learn about these options, or to enroll in one of the plans, please visit the health insurance information page on our school's website, at http://languageonschools.com/student-health-insurance/.

Important information about health insurance: Neither the United States of America nor individual states provides free health care services, even in emergencies. In the United States, most medical services are provided by private companies and medical professionals. The cost of health care in the United States is very high in comparison to healthcare costs in most other countries. **Although Language On does not require its students to have health insurance, we strongly recommend that they do so. Failure to carry personal health insurance can result in severe, potentially catastrophic financial consequences for an uninsured individual who experiences even a relatively minor health problem.**

The healthcare and health insurance systems in the United States are more complicated than the health care systems in many other countries. You may not be familiar with many of the concepts and terminology used in the United States healthcare and health insurance systems. Language On strongly recommends that all students review this glossary (list of important vocabulary) of terms used in the healthcare and health insurance system in the United States: http://www.englishcurrent.com/business-english/insurance-vocabulary-worksheets.
This glossary is designed especially for ESL students in the United States. If you have any questions about these concepts, their meaning or the healthcare or health insurance system in the United States, please contact a Language On administrator for a personal advising session focusing on healthcare and health insurance. As always, we will be happy to communicate with you in your native language if we are able to do so.

YOUR FIRST DAY AT SCHOOL

The first day is always filled with different emotions. You might be excited, or you might be nervous! Our teachers and staff will help make you comfortable in your new school and the information below will help make you feel more prepared. As a reminder, please leave your translators at home!

What time should I arrive at school?
Before you arrive, you will receive an email from the School Director giving information regarding arrival time.

What do I have to bring?
Please bring some paper and a pencil to take notes during class.

What happens on my first day?

- The school director will be at the school waiting for your arrival. When you arrive, you will be welcomed, given a tour of the school, given an orientation, and given instructions for your placement test.
- Our placement test allows us to place you into the level that best fits your current language learning needs. The placement test, which is produced by the publisher of our curricular materials and is therefore directly aligned with the levels of our intensive English program, is a computer adaptive test that takes approximately 30-60 minutes to complete. Depending on when you enroll, you may be scheduled to take your placement test before your first day of class.

- If you disagree with your starting level as determined by the results of your placement test, you have the right to appeal.

After the test, we will give you:

- Course materials for your class level
- Instructions for which classroom you will be in
- Your daily class schedule

>> Click here to read a summary of the topics covered in new student orientation (translatable into most languages)

2026 PROGRAM CALENDAR, HOURS OF OPERATION, AND OFFICIAL HOLIDAYS

You can find the calendar and other important program information on our school website at https://languageonschools.com/our-courses/intensive-english-courses/. Our 2026 program calendar and official school holidays are also provided below.

2026 Academic Quarter Dates

Winter 2026: December 2, 2025 – February 26, 2026
Spring 2026: March 3, 2026 – May 28, 2026
Summer 2026: June 2, 2026 – August 27, 2026
Autumn 2026: September 1, 2026 – November 25, 2026

Hours of Administrative Operation

We are open Monday to Friday from 9:00 a.m. to 5:30 p.m.

2026 Official School Holidays

New Year's Holiday	January 1-2, 2026	Labor Day	Monday, September 7, 2026
Martin Luther King Day	Monday, January 19, 2026	Columbus Day	Monday, October 12, 2026
Presidents Day	Monday, February 16, 2026	Veterans Day	Wednesday, November 11, 2026
Easter Monday	Monday, April 6, 2026	Thanksgiving Holiday	November 25-27, 2026
Memorial Day	Monday, May 25, 2026	Christmas Holiday	December 23-28, 2026
Juneteenth Holiday	June 18-19, 2026	New Year's Eve	Thursday, December 31, 2026
Independence Day Holiday	July 2-3, 2026		

WHAT TO EXPECT AS A STUDENT IN OUR ENGLISH PROGRAM

Our goal is to provide students with the best possible English education and an unforgettable experience of learning a language in the USA. We encourage our students to enjoy their stay in the USA, make new friends, and have new experiences. You will meet people from all over the world and learn about other cultures.

In the classroom, we expect you to participate and display a willingness to learn while being respectful of your classmates and your teacher. Our teachers are all experienced, qualified, professional English instructors. We have high expectations for our teachers and we hold the same high expectations for you, the student. We want you to feel comfortable in the classroom and be focused on the new material that is being presented in class. Our teachers involve all students in the lessons. On occasion, you will be asked to answer questions, lead a

conversation, or participate in individual or group projects and other activities. Students are expected to participate in all course assessment activities.

LANGUAGE ON'S CURRICULUM

English Unlimited Program

The Language On **English Unlimited** program is an integrated skills, goals-based intensive English program for adults, which prepares learners to use English independently for global communication. With practical goals at the core of the program, every unit contributes to achieving useful, real-life objectives. This program is designed for learners with a wide range of proficiency levels, from those with no proficiency in English (absolute beginners) to advanced nonnative speakers, and covers the full range of CEFR levels (from A1 to C2). English Unlimited includes language that's natural and dependable. The program is ideal for mixed nationality groups, with topics and activities to inspire learners worldwide. The syllabus (course description) for each course in the program can be found in Appendix 4, at the end of this catalog.

Program Levels

English Unlimited program levels have been designed to conform to the Common European Framework of Reference (CEFR). Each level and module in the program requires one 13-week academic quarter to complete. Students who successfully complete level 7 of the program may elect to move on to the program's TOEFL and/or Pronunciation module. All courses except the TOEFL Module are assessed on a pass/fail basis.

LEVEL	LEVEL DESCRIPTION	PROFICIENCY TARGET *	LENGTH	CEFR PROFICIENCY DESCRIPTION
1	LOW BEGINNER	A1	13 weeks (1 academic quarter)	BASIC USER
2	HIGH BEGINNER	A2	13 weeks (1 academic quarter)	
3	LOW INTERMEDIATE	B1	13 weeks (1 academic quarter)	INDEPENDENT USER
4	MID INTERMEDIATE	B1+	13 weeks (1 academic quarter)	
5	HIGH INTERMEDIATE	B2	13 weeks (1 academic quarter)	
6	LOW ADVANCED	C1	13 weeks (1 academic quarter)	PROFICIENT USER
7	HIGH ADVANCED	C2	13 weeks (1 academic quarter)	

Achievement Scale

LANGUAGE ON ENGLISH UNLIMITED PROGRAM ACHIEVEMENT SCALE AND INTERPRETATION

LEVEL	LEVEL DESCRIPTION & CEFR PROFICIENCY TARGET	INTERPRETATION OF ACHIEVEMENT SCALE LEARNERS WHO SUCCESSFULLY COMPLETE THIS LEVEL CAN ...
1	LEVEL DESCRIPTION: LOW BEGINNER PROFICIENCY TARGET: A1	• Recognize familiar words and very basic phrases concerning themselves, their family and immediate concrete surroundings when people speak slowly and clearly • Interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help them formulate what they're trying to say • Understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases and rereading as required • Write simple isolated phrases and sentences
2	LEVEL DESCRIPTION: HIGH BEGINNER PROFICIENCY TARGET: A2	• Understand sentences and frequently used expressions related to areas of their most immediate relevance • Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters • Read and understand short, simple texts on familiar matters which consist of high frequency everyday language • Write short, simple notes and messages relating to matters in areas of immediate need
3	LEVEL DESCRIPTION: LOW INTERMEDIATE PROFICIENCY TARGET: B1	• Understand the main points of clear standard speech on familiar, everyday subjects, provided there is an opportunity to get repetition or clarification sometimes • Start, maintain and close simple face-to-face conversation on topics that are familiar or of personal interest • Read and understand the main points in straightforward factual texts on subjects of personal or professional interest well enough to talk about them afterwards • Write short, comprehensible connected texts on familiar subjects
4	LEVEL DESCRIPTION: MID INTERMEDIATE PROFICIENCY TARGET: B1+	• Understand straightforward information about everyday, study or work-related topics • Start, maintain and close a conversation on topics that are familiar or of personal interest and can help to keep it going by expressing and responding to suggestions, opinions, attitudes, advice, or feelings • Read and understand the main points in a variety of texts on subjects of personal or professional interest well enough to talk about them afterwards • Write about a variety of familiar subjects well enough for others to follow the story or argument
5	LEVEL DESCRIPTION: HIGH INTERMEDIATE PROFICIENCY TARGET: B2	• Understand extended speech/lectures and follow complex lines of argument provided the topic is reasonably familiar • Use English fluently, accurately and effectively on a wide range of general, academic, vocational and leisure topics, clearly marking the relationships between ideas • Read with a large degree of independence, adapting style and speed of reading to different texts and purposes • Write clear, detailed texts on a wide range of subjects related to personal or professional interests
6	LEVEL DESCRIPTION: LOW ADVANCED PROFICIENCY TARGET: C1	• Understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly • Use English flexibly and effectively for social and professional purposes • Understand a wide range of demanding, longer texts, and recognize implicit meaning • Write clear, well-structured, detailed texts on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices
7	LEVEL DESCRIPTION: HIGH ADVANCED PROFICIENCY TARGET: C2	• Understand virtually any kind of language, whether live or broadcast, delivered at fast, natural speed • Use English smoothly and with ease for social and professional purposes • Understand virtually all forms of written English • Write clear, smoothly flowing, stylistically appropriate texts

ATTENDANCE AND ASSESSMENT

Student progress and achievement of learning objectives are assessed both formally and informally during the course. To read the learning objectives for each level of our *English Unlimited* program, please visit our website at https://languageonschools.com/our-courses/intensive-english-courses.

Informal Assessment

Informal assessment includes, but is not limited to, instructor feedback based on completion of homework exercises (if assigned), class discussions and participation, effort, attendance and the Progress Test, which is administered during the halfway point of the term. However, these informal means of assessment, while helpful for giving students information about their progress on an ongoing basis, are not used to determine the student's final grade for the course or whether students advance to the next level of the program.

Formal Assessment

All Language On English courses are graded on a **pass-fail** basis. Each student's final course grade is based on his or her performance on the course Achievement Test, which is administered during the last week of the academic term. In order to pass the course, students must achieve an overall score of 70% or higher on the final Achievement Test. Students who fail the course must repeat it, in accordance with our Academic Success Policy.

At the end of each academic term, all students receive a report card that includes their current level in the program, their score on the initial placement test, their score on final Achievement Test, whether they have passed or failed the course (and consequently whether they advance to the next level in the program), and their current English language proficiency as measured on the CEFR language proficiency scale.

Improvement in the language proficiency of short-term students who do not complete a full academic term is measured by the mid-term assessment, which is the same assessment instrument used for initial placement (because this assessment is a computer adaptive test, the items that appear on the test are different during each test administration). Only students with short periods of enrollment who do not complete a full academic term take the mid-term assessment. Short-term students who take the mid-term assessment will receive a mid-term (interim) report card upon their exit from the program. The mid-term (interim) report card includes the student's current level in the program, score on the initial placement test, score on the mid-term assessment and current English language proficiency as measured on the CEFR language proficiency scale.

Student Attendance Policy

The purpose of the Student Attendance Policy is to help ensure that all students make satisfactory academic progress by encouraging regular attendance, as well as to comply with applicable accreditation standards and immigration regulations.

1. Students are expected to attend all scheduled class sessions. If a student is unable to attend class due to illness, injury or emergency, the student should contact the center director as soon as possible to inform him or her of the situation. There will be no excused absences unless the student provides sufficient documentation from a licensed medical professional that reasonably justifies the absence due to medical necessity.

2. Students are expected to arrive to class on time and to not leave class early. Arriving to class late and leaving class early not only hinder the tardy student's academic progress but also disrupt the learning process of other students. Consequently, students who arrive to a class session more than 30 minutes late or leave a class session more than 30 minutes early will be marked absent for that class session.

3. In accordance with SEVP regulations and federal immigration law, F-1 visa students must maintain full-time status in the program in order to comply with the requirements of their F-1 (student) visa. Full-time status is defined by federal regulations as attending class for eighteen (18) hours per week. F-1 visa students who develop a pattern of noncompliance with this attendance policy will be subject to expulsion from the school and termination of their SEVIS record. Students who fail to attend at least 80% of all scheduled classes during a thirteen (13) week academic term will be subject to expulsion from the school and termination of their SEVIS record for unauthorized drop below full-time status. In addition, students who miss two consecutive weeks of class without a written medical excuse will be subject to expulsion from the school and termination of their SEVIS record for unauthorized withdrawal and will subject the student to expulsion from the program and termination for their SEVIS record.

Note: Students who have questions about their attendance obligations or their program's attendance requirements should consult the school director for clarification.

Vacation Policy

In accordance with federal immigration regulations, F-1 students become eligible for an annual vacation after completing the equivalent of at least two full academic quarters (i.e., 26 weeks) of instruction (not including official program holidays and break periods), provided that they intend to remain enrolled after the annual break. Upon achieving eligibility by completing at least two full academic quarters, F-1 students may select a subsequent

academic quarter as their annual break. F-1 students remain in status and are not required to attend class during their annual break.

F-1 students may take only one annual vacation during any calendar year, and the annual vacation must coincide with one of Language On's academic quarters. Federal regulations do not permit F-1 students to take their annual vacation at the end of their enrollment in order to extend their grace period. F-1 students who wish to take an annual vacation should submit a request to the school director at least two weeks before the start of the academic quarter they wish to take off. In order to maintain their F-1 status, students must complete their annual vacation and register for and complete the academic term that follows their annual vacation. Language On is required to terminate the SEVIS records of a student who withdraws from the program during their annual vacation or fails to register for and complete the subsequent academic term.

ACADEMIC SUCCESS POLICY

Language On has instituted an Academic Success policy in order to ensure that students are successful in their studies here at Language On. This means that students are required to show advancement and make normal progress toward completing their course of study. Students who fail to complete an academic term for which they have enrolled or who repeatedly fail a course will be subject to our Academic Success Policy.

Credit for Previous Training

Language On does not provide credit for previous training. However, all students will enter the program at the level determined by the student's performance on the initial placement test following Language On's initial placement policies and procedures.

Making Normal and Satisfactory Student Progress

United States immigration regulations (8 CFR 214.2(f)(5)(i)) require all international (F-1) students to make normal progress toward completing their course of study as a condition of maintaining their F-1 status. Language On is required by law to terminate the SEVIS records of F-1 students who fail to make normal and satisfactory student progress. In order to make normal and satisfactory progress, students must:

- Register for each academic quarter for which they have enrolled
- Complete each academic quarter for which they have enrolled
- Meet Language On's attendance requirements
- Take and pass the end-of-term Achievement Test

If an F-1 student exits the program before completing the term in which they have enrolled, this is considered a withdrawal from the program. Language On is required to terminate the SEVIS record of a student who withdraws from the program prior to the end of an academic term for "authorized early withdrawal" or "unauthorized withdrawal," depending on the circumstances of the withdrawal. Students should therefore be prepared to complete any academic term for which they have enrolled.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may be also given when, through negligence or procrastination, a student fails to take the final course examination (Achievement Test). A student who misses the final examination (Achievement Test) must contact the school director within 48 hours of the examination in order to arrange for a makeup examination. A makeup test fee of $50.00 will be assessed to all students who miss the final examination

(Achievement Test) without adequate documentation of a medical illness or injury, or other emergency beyond the student's control.

Academic Probation

If a student does not pass a level after the first attempt, the student will be placed on Academic Probation. When being placed on Academic Probation, the student will undergo a remediation conference with the school director in order to identify areas of strength and weakness in order to improve during the next term. However, a *new* student who enters the program during or after the fourth week of the quarter will not be placed on Academic Probation if the student fails the level but will instead receive no grade (NG) for the term. A student is only eligible to receive no grade (NG) once (during his or her first quarter) while in the program.

Students on Authorized Reduced Course Loads and Approved Leaves of Absence

A student is not required to make normal progress toward completing his or her course of study while on an authorized reduced course load or authorized leave of absence due to a documented medical condition. Students on an authorized reduced course load are not required to pass the end-of-term Achievement Test and will not be placed on Academic Probation during the period of their authorized reduced courseload. In accordance with applicable immigration regulations, an F-1 student may be placed on an authorized reduced course load for up to 365 days while at the language training level.

F-1 students who wish to take a leave of absence who are not on an authorized reduced courseload for a documented medical condition must contact the school director to request the leave of absence. SEVP regulations require Language On to terminate the student's SEVIS record for authorized early withdrawal, and the student must depart the United States within 15 days. The student should contact the school director when he or she is ready to return to the program, so that the student's SEVIS record can be reactivated. Non-F-1 students who wish to take a leave of absence must contact the school director prior to the leave and may return to the program at the start of the next or a subsequent academic term.

Re-entry Policy

Students who have completed the full program will receive a certification of completion and are not eligible to re-enter the program after graduation. Students who have exited the program before fully completing it, or who have taken an approved leave of absence, are eligible to re-enter the program at the appropriate level provided that they are otherwise eligible. F-1 students who have been absent from the program for more than five months must reapply for admission and be issued a new Form I-20 under applicable immigration regulations. F-1 students whose SEVIS records have been terminated for violating their nonimmigrant status are not eligible for re-entry into the program.

Academic Termination

If a student fails a course after having been placed on Academic Probation, the student will be disenrolled and not permitted further participation in the program. F-1 students (i.e., those on a "student visa") who fail a course after having been placed on Academic Probation will also have their SEVIS record terminated for "otherwise failing to maintain status" as required by United States immigration regulations.

Student Appeals

Students who have been placed on academic probation or who, after having been placed on academic probation are not permitted further enrollment in the program, may appeal Language On's decision. Students may not

appeal a passing grade. All evidence of student appeals and their outcomes will be maintained in the student's permanent record.

Procedures for appealing end-of-quarter test results

Any student who believes that the end-of-quarter Achievement Test has been improperly scored or does not reflect their real abilities on test day may appeal their quarterly test results. All appeals must be submitted in writing to the school director within five (5) days of the date the student is notified of Language On's decision and must specify the specific reason(s) for the appeal (e.g., the Achievement Test has been improperly scored, an error was made in tabulating the results, etc.).

Once the director receives the written appeal from the student, the director will schedule a different instructor to administer the speaking section and rescore the other sections of the test. If, after rescoring the Achievement Test Language On verifies that the student has failed to achieve a passing grade, then the school's decision will be final. However, if Language On determines that an error has been made in scoring the student's Achievement Test and that the student should have received a passing grade, then Language On's decision that the student has failed the course will be reversed and the student will be taken off academic probation and/or will be eligible to remain enrolled in the program, as appropriate, and will advance to the next level in the program.

Procedures for appealing academic termination

If a student believes they have been wrongly terminated from the program, the student may file an appeal request, which must be submitted to the school director in writing within 48 hours of the student's receiving notice of the termination. In the written appeal request, the student must clearly state the specific reason(s) they believe they were improperly terminated. At that time, the student should present any documentation or materials to support their case, such as medical notes, legal papers, etc. The student will then meet with the school director and will be given 30 minutes to discuss their case. Afterward, the school director will make a final determination of the student's case. The student's appeal will be upheld and the termination reversed only if the student demonstrates that Language On did not follow its written policies or procedures, or if the student presents compelling evidence (such as a valid medical excuse) that, if Language On would have had at the time of the termination, would have reasonably prevented the termination. If the appeal is denied, the student will lose their F-1 visa status (if applicable) and will be required to leave the school.

Voluntary Repetition Policy

The purpose of this policy is to ensure that:

- students realize the maximum possible benefit from their program of study
- students make adequate academic progress relative to norms in the field
- clear and consistent guidelines are used to determine when students may voluntarily repeat a level

Upon successfully completing a level (1 through 7) or module (TOEFL iBT or Pronunciation) in the *English Unlimited* program, a student may request to repeat the level (or module) in the subsequent academic quarter **provided that the student has not already repeated the level (or module)**, either as a result of failing the level or through prior voluntary repetition.

Students must submit requests for voluntary repetition to the school director by no later than the fifth day of the next academic quarter. After receiving a request for voluntary repetition, the school director will review the request and will grant the request unless, in the director's judgment, there is clear and convincing evidence that the

student cannot benefit from repeating the level or course. The director will include the student's written request for voluntary repetition in the student's file and will note the repetition, if granted, in the Student Achievement Report.

In the event that the school director denies the student's request for voluntary repetition, the student may appeal the denial to the Chief Academic Officer, who will use his or her discretion in determining whether the student is likely to benefit from voluntary repetition based on the entirety of the student's academic record. If the Chief Academic Officer determines that the student is likely to benefit from voluntary repetition and that the student is otherwise eligible to repeat the level or module, then the student's request will be granted. Otherwise, the student's request will be denied. The decision of the Chief Academic Officer is final and may not be further appealed.

Although not dispositive, the following guidelines will be used to inform directors and the Chief Academic Officer in their decisions to grant or deny a student's request for voluntary repetition:

- A passing score of less than 70 out of 80 points on the Achievement Test suggests that the student is likely to benefit from voluntary repetition of the level.
- A passing score more than 75 out of 80 points on the Achievement Test suggests that the student is unlikely to benefit from voluntary repetition of the level.

Typical and Maximum Length of Program of Study

Notes about typical and maximum lengths of program: The typical program length will vary for each student based on his or her starting level. A student who enters the program at the lowest level (Level 1), makes normal progress while advancing through the program and completes the highest level (Level 7) without repeating any levels will remain in the program for a total of 21 months. If that student elects to take the Pronunciation module, which requires an additional 3 months of study, then the student will exit the program in 24 months. Because students may only repeat a level only once (either due to failing the level or through an approved voluntary repetition), the maximum possible theoretical length of the program for a student who starts at level 1 would be 48 months. However, this scenario is not common.

CREDIT DISCLAIMER STATEMENT

Language On does not offer college credit courses. Any use of the term *credit* at Language On refers exclusively to financial credit for payments made for tuition and fees. The term does not refer to academic credit. Language On is not approved to offer college credits. Language On Newark is a state-approved private career school under the laws of the State of New Jersey.

GRADE REPORTS AND ACADEMIC TRANSCRIPTS

You will receive a written grade report at the end of each academic quarter, or if you do not complete an entire academic quarter, at the time you exit the program. You may also receive an official transcript of your academic record at Language On at any time, upon request. To request an official transcript, please contact your school director. There is a $25.00 fee for requesting an academic transcript.

PROGRAM AND TEACHER EVALUATIONS

You will be able to evaluate our program and our teachers at the end of each term and when you leave the program, when you will be asked to complete a survey evaluating our teachers, our curriculum and other aspects of our program. You will also be asked to complete a different survey when you leave our school. This survey will

evaluate our program and our teachers.

Faculty Evaluation Procedures

New instructors should observe at least one class before beginning to teach at the school, but may request or be encouraged to complete more observation periods if deemed necessary by Language On. Instructors will then be observed and formally evaluated during their first two months in the classroom by either the school director or a peer evaluator.

Language On has implemented an ongoing instructor evaluation system that is systemic, regular and fair, and that makes use of multiple methods of evaluation and sources of data (i.e., peer evaluation, administrative evaluation and student feedback). The purpose of this evaluation system is to provide instructors with meaningful feedback in order to help inform and improve their teaching practice. All instructors undergo regular (i.e., at least once per year) peer, administrative and student evaluation. Peer observations/evaluations are carried out by a peer evaluator (another instructor) for approximately 20 to 30 minutes of a regular class session, in which the evaluator observes and makes notes about the instructor and the lesson using the instructor observation form. Administrative evaluations are completed by the Center Director, and student evaluations are completed by students at the end of each academic quarter. Instructors are informed of these evaluation procedures during their initial orientation and are provided with copies of the evaluation forms, which include all of the evaluation criteria. For peer observation/evaluations, the Center Director and the instructor will arrange a time and a lesson for the instructor to be observed, and the instructor will be given at least one week's advance notice of the evaluation date and time. Instructors will receive the results of all evaluations in writing and in a timely fashion (no more than one week after the completed evaluation). Instructors will have the opportunity to respond to all evaluations orally, in writing, or both (at their discretion).

Our program and administrators will also be evaluated by students. Students have the opportunity to evaluate their classes and the curriculum at the end of each academic quarter as well as at the time of their exit from the program.

EXIT INTERVIEW AND PROFICIENCY TEST

On your last day of school, you will be scheduled for an interview with a member of our administration. Also, if your last day of class does not coincide with the end of an academic quarter and if you have not completed an entire academic quarter during your period of enrollment, you will also be asked to complete a final English proficiency test. At the meeting, you will receive written copies of any portion of your academic record (upon request), as well as your certificate of participation. At this time, you will be asked to return any books or materials that you may have borrowed, as well as to complete a feedback form reviewing your classes, teachers, and the school in general. The meeting will be scheduled with you prior to your final day and should not take more than 75 minutes (including the proficiency test).

LIBRARY AND MEDIA LAB USAGE

Language On is pleased to offer students use of available computers and a small library for use before, between, or after classes. When using school computers for personal use, please be aware of content and appropriateness of content. Remember that these computers are for use by all students; if another student is waiting, please be considerate and do not spend more time than is necessary so that everyone can benefit from the lab.

Students are also free to browse through our library and resource materials. If you find something of interest that you would like to borrow, please let one of your teachers or one of the directors know and they will help you to sign out the book. Please remember that **you may only borrow one book** at a time, and that you must return the book

within **two weeks**. If there is nobody waiting to borrow the book, it is possible for you to sign it out again for another two weeks. Please be aware that any books that are lost or that are not returned are your responsibility.

IMPORTANT: YOU WILL BE CHARGED THE COST OF THE BOOK AT THE TIME OF REORDERING PLUS THE COST OF SHIPPING TO REPLACE THE BOOK.

COURSE MATERIALS

Language On will provide you with all necessary course materials at the time you start your course and whenever you advance to the next level in the program. Course materials for your first academic quarter are included in your registration fee. For each subsequent academic term, there is a $50.00 materials fee due at the start of the term.

SOCIAL AND RECREATIONAL ACTIVITIES

Language On offers a variety of social and recreational activities for you to enjoy. Activities may include: movie nights, outdoor activities, museum visits, sporting events, and more. Please remember that you are responsible for yourself and your actions and that you are expected to act in an appropriate manner when attending school events. You are a willing participant at these events, and Language On will not be held liable or responsible for any incident that may occur.

NON-INSTRUCTIONAL STUDENT SERVICES

Language On offers students a variety of non-instructional services, many of which are provided at no charge (free). Our available non-instructional services are listed below (if a fee is charged for the specific service, it is indicated in parentheses). To learn more about any of these services or to take advantage of them, please contact your school director or assistant director. It is Language On's policy to provide non-instructional student services as quickly and accurately as possible. Our "open door" advising policy provides students with non-instructional student services immediately if an advisor is available at the time the student requests the services. Otherwise, an advising session will be scheduled with a qualified adviser on the same day or no later than the next business day.

- academic counselling and advising
- personal counselling and advising (adapting to life in the United States, how best to study, how to get around town, etc.)
- immigration counselling and advising related to the visa process for international and nonimmigrant students
- pre-arrival and ongoing orientation
- official transcripts
- book ordering service (free, but you must pay for the book) *
- educational field trips (free, but the location visited may charge an entrance or admission fee)
- student identification card (fee applies)
- health insurance (insurance premiums are paid to the insurance company)
- accommodation placement (fee applies)
- international document shipping (fee applies)
- airport pickup and drop-off (fee applies)
- Wi-Fi and computer access

* This does not apply for your course materials (course book, workbook, etc.), which are provided as part of your registration and quarterly books and materials fee. The book ordering service is for books you wish to buy for your personal enjoyment.

ADDITIONAL SCHOOL POLICIES AND PROCEDURES

English Unlimited Program Admission Policy

In order to be admitted to the Language On **English Unlimited** program (our intensive English program), students must:

1. Complete the school application and provide a copy of a valid passport or government-issued photo identification.
2. For students in Florida, Massachusetts, or New Jersey, be at least sixteen (16) years of age and for students in Utah, be at least eighteen (18) years of age (or if 16 or 17 years of age, have completed high school or its foreign equivalent) at the time they commence their program of study.
3. Be non-native speakers of English or have no English proficiency (see note).
4. Complete the English Unlimited placement test upon arrival. However, students who have no prior experience learning English and therefore no proficiency in English whatsoever will not be required to take the placement test and will be placed in the program's lowest level (level 1).
5. Test within one of the program's levels (1-7).
6. Otherwise be able to benefit from the program in accordance with the program's Ability to Benefit Guidelines (a copy of which is available to students or prospective students upon request).

Note: Students who are native speakers of English or who have native-level English proficiency are not eligible for admission to the program.

Enrollment and Registration Procedures

To complete enrollment and registration, students will determine how many weeks in advance they plan to study. Prices for tuition and fees are based on number of weeks paid for in advance. In order to complete the registration process, payment for all tuition and fees due must be made prior to the first day of lessons. For those students who plan to continue their study, proper notification is required. Without proper notification, you may lose your seat in the class. Students must re-enroll, including payment, at least one week prior to their last paid day of class in order to guarantee their seat in the class. In addition, students who will require an F-1 (student) visa to study at Language On will also be required to complete an I-20 application form and provide other information (including evidence of financial ability to pay for their program) as required by U.S. immigration law.

Starting Level Appeal Policy and Procedures

Students who disagree with their starting level may request to be re-evaluated by taking a second placement test, provided that they inform the school director of their dissatisfaction within five (5) school days of starting their program. If the student's scores on both placement tests fall into the same score band (i.e., starting level), then those scores will establish the student's starting level. If the student's scores on both tests fall into different score bands (i.e., different starting levels), then a Language On instructor or administrator will conduct an oral proficiency evaluation to determine the student's starting level in the program. The student's starting level as determined by these appeal procedures will be final. Evidence of all student appeals is maintained in our permanent records.

Class Participation Policy

Students are required to actively participate in class. This means that we have the expectation that students will attend class regularly, arrive to class on time, and participate in the daily activities in the classroom. Students are expected to come to class prepared. If a teacher thinks that a student is not participating in the classroom, **is disruptive to the classroom**, or is not doing something that the teacher asks, the teacher has the right to ask the student to leave the classroom. If this occurs, the student will be counted as absent for the day and will be issued a warning. If students develop a pattern of disruptive behavior, they may be subject to discipline under our School Behavior and Personal Conduct policy. Students are expected to participate in all course assessment activities.

Cancellation of Program and Tuition Refund Policy

Students who wish to cancel their program must submit a cancellation request to the school director in writing or via email within five (5) business days of the date of cancellation or withdrawal. Language On will not provide a refund of any non-refundable fees as indicated in part 2 of the enrollment agreement.

Tuition Refund Policy

Language On Newark's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). Language On will retain the non-refundable registration fees and a portion of the monies paid for books, equipment and tools. The school director must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Time of Withdrawal	Student's Responsibility
Within three business days of signing the enrollment agreement	0% of total tuition plus the non-refundable registration fees
During the first week	10% of total tuition plus the non-refundable registration fees
Weeks two and three	20% of total tuition plus the non-refundable registration fees
After three weeks and prior to 25%	45% of total tuition plus the non-refundable registration fees
After 25% of program and before 50%	70% of total tuition plus the non-refundable registration fees
After 50% of program is completed	100% of total tuition plus the non-refundable registration fees

Important note: Language On provides a certificate of completion for all students who complete at least one level in the English Unlimited program. However, Language On's ESL program does not lead to any license, degree, or professional credential.

Severe Weather and Emergency School Closings

Weather conditions have a potential for disrupting class schedules. In the event of approaching storms and officially-issued storm watches, students, instructors and staff should closely monitor local weather conditions and public announcements and act accordingly, taking all suggested safety precautions seriously and preparing themselves and their property to safely weather any storm.

Storm watches and warnings are usually short term with little major damage caused. In the event of a **storm watch or warning**, classes will continue, but individuals should protect themselves as needed.

However, in the event of a **severe weather warning** officially published by local governments, all classes scheduled during the warning period will be cancelled and the affected locations will be officially closed (a **warning** denotes that storm conditions are possible in the area within 24 hours). Attention should be paid to public announcements, transportation shutdowns, evacuation areas, etc., allowing sufficient time for a safe return to home or shelter prior to the storm's arrival. All Language On locations within the area under a severe weather warning will be closed early enough for instructors and staff to return to their homes and make final preparations for the arrival of any such storm.

In addition, if the local public school board cancels classes due to dangerous weather conditions, Language On classes in the applicable school district(s) will also be cancelled, whether or not a severe weather warning has been issued. However, unless a local severe weather warning has been issued, instructors and staff should report to work to assess the local conditions and advise their supervisors of any conditions which may prevent the safe opening of the location for administrative functions.

Instructional activities will resume as soon as possible after the storm passes and as allowed by the local government. Students and instructors should contact administrative staff to find out whether the affected location has reopened. As always, we encourage students, instructors and staff to visit Language On's social media outlets (Facebook and Instagram) for the latest information about any potential school closures due to severe weather.

Fire Emergency Procedures

In the event of a fire or a fire alarm, all persons should calmly evacuate the building. Do not attempt to bring anything with you. Do not re-enter the building until you have received authorization by the building administration or fire department.

Procedures in the Event on an Unannounced School Closure

The following statement is required by New Jersey State Law:

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

Faculty Hiring Requirements

In order to ensure that all faculty members have education and training commensurate with their teaching assignments and that they have experience relevant to teaching students at the postsecondary level in their areas of assignment, Language On has adopted the following minimum educational and experience requirements for all English instructors.

Compliance with Federal, State and Local Laws

Language On strictly complies with all federal, state and local laws in its policies and practices related to the hiring of faculty members. In accordance with those laws, Language On does not consider factors other than those relevant to an instructor applicant's promise and ability to successfully complete his or her teaching assignments and other related duties. Language On does not discriminate against instructors or instructor applicants on the basis of race, color, nationality, country of origin, citizenship status (except where specifically required by law), religion, sex, sexual orientation, gender identity, marital status, status as a parent, veteran status, age, disability or any other factor prohibited by law.

Formal Educational Requirements for English Instructors

1. A bachelor's degree or higher in TESOL/ESL/EFL or a foreign equivalent; or
2. A bachelor's degree or higher in any field and a post-baccalaureate certificate or diploma in TESOL/ESL, such as a CELTA/DELTA, graduate certificate in TESOL, or TEFL/TESL certificate (in all cases, the post-baccalaureate certificate or diploma must be *in addition to* the bachelor's degree); or
3. A bachelor's degree or higher in any field and evidence of a specific knowledge base that includes, at a minimum, the following subject matter: language teaching methodology, the nature of language/languages/linguistics, the structure of English, second language acquisition, intercultural communication and practicum experience.

All qualifying degrees, diplomas and certificates must have been awarded by an institution that is fully accredited according to the laws of the jurisdiction in which it operates. In addition, while the bachelor's degree is the baseline qualification, the master's degree is highly valued and it is Language On's policy that preference be given to applicants with a master's degree or higher in TESOL/ESL or a closely related or allied field (such as linguistics/applied linguistics, language education, or foreign language education).

Formal Professional Experience Requirements for English Instructors

1. Experience teaching courses in an English language program or institution; or
2. Supervised practicum experience or experience teaching English in a supervised setting; or
3. Experience teaching English or other languages to adult and/or postsecondary students in supervised settings.

Continuing Education and Professional Development Requirements for English Instructors

In addition to the educational qualifications and formal professional experience requirements described above, all English instructors must demonstrate an ongoing commitment to continuing education and professional development. Examples of acceptable continuing education and professional development activities include the following:

- In-house training workshops, seminars and similar activities conducted by accredited institutions of higher education or accredited language institutions
- Conference attendance and participation
- Development of instructional materials
- Research in fields related to teaching English as a second or foreign language
- Professional reading
- Mentoring opportunities
- Publications

In all cases, in order for a continuing education or professional development activity to be considered acceptable, it must be clearly related to the field of English or foreign language teaching and/or administration.

Policy on Determining Language Proficiency of English Instructors

All Language On English instructors must demonstrate excellent proficiency in English in order to be approved to teach with our school. Under this policy, excellent proficiency is proficiency equivalent to C1 or higher on the CEFR language proficiency scale for English.

Assessment of Language Proficiency for English Instructors

Language On English instructors may demonstrate excellent proficiency in English by any of the following:

1. Earning a bachelor's degree or higher from a fully-accredited English medium institution of higher education.
2. Achieving a combined score of 100 or higher on the TOEFL iBT; an overall score of 8.0 or higher on the IELTS; or a combined score of 945 or higher on the TOEIC, either on an official test or a fully proctored simulated test administered and scored by a qualified Language On administrator.
3. Undergoing a formal language assessment by Language On or another competent organization (such as ACTFL or a fully-accredited institution of higher education) and achieving a holistic assessment of C1 or higher on the CEFR language proficiency scale (or its equivalent on another recognized scale, such as the ILR)
4. Earning the Cambridge *Certificate of Proficiency in English* (*CPE*)
5. Being a native speaker of English, as verified by a qualified Language On administrator.

Evidence of excellent English proficiency for non-native speaking instructors shall be kept in the instructor's permanent employment file.

SCHOOL COUNSELORS AND PERSONAL ADVISING

For any questions or concerns regarding a personal matter, you are encouraged to seek the assistance of a school counselor. All school directors and assistant directors act as school counselors and are available to provide you with personal advising in a timely and accurate manner. However, if your personal counselling need exceeds our ability to provide accurate advice, you will receive information about seeking the services of a licensed professional, such as a psychiatrist, psychologist or licensed mental health counselor.

STUDENT COMPLAINT POLICY AND PROCEDURES

Language On takes all concerns and complaints very seriously. We always try to maintain a safe and professional environment, but we know that sometimes you may have concerns or complaints. In the event that a student should feel the need to complain about an issue or problem encountered at the school, Language On has established the following complaint procedures.

Language On strives to provide top quality English language instruction and highly values feedback from our students. We strongly encourage you to freely express your views and opinions to Language On's instructors and administrative staff and we welcome your comments and suggestions, as well as any complaints you may have.

Providing feedback or suggestions to Language On

If you would like to provide feedback or suggestions of a general nature to Language On, please feel free to speak with your school director or assistant director. In addition, feel free to commend staff, instructors and/or other students who have made your time at Language On more enjoyable, productive or satisfying. You may also e-mail your comment to info@languageonschools.com or leave a note in the comments box in the school.

Making an informal complaint

To make an informal complaint, please speak with your school director or assistant director. Most matters can be resolved quickly and efficiently in this way. If your informal complaint has not been resolved to your satisfaction within 5 days, you can submit a formal written complaint.

Submitting a formal written complaint

For matters of a serious nature (such as those relating to the health, safety and welfare of Language On students, instructors and staff; inappropriate or unlawful conduct on the part of another student, an instructor or a staff member; or any other matter of a serious nature that has not been resolved through the informal complaint process), a formal written complaint should be presented to the Language On Management Team.

Formal written complaints may be submitted in person, by United States mail, or by e-mail to info@languageonschools.com. When submitting a formal written complaint, please be sure to include your name, the Language On campus that you attend, and the date(s) and location(s) of the incident(s) that has caused you concern. Please describe with as much detail as possible all information that is relevant to the issue(s) involved. Be sure to include the title "Formal Complaint" at the top of the document (or in the subject line if the formal complaint is submitted by e-mail).

All formal written complaints will be reviewed and investigated by a member of the Language On Management Team. Every effort will be made to address the complaint as quickly, professionally and fairly as possible, finding a solution that is agreeable to all parties involved. A written response will be issued within ten (10) business days from the date received and delivered to the specific parties involved. Copies of all formal written complaints and their resolutions are kept in Language On's permanent records and reviewed regularly for any possible policy/procedure changes that should be considered.

SCHOOL BEHAVIOR AND PERSONAL CONDUCT

Students are expected to behave respectfully at all times and follow the social rules and manners deemed acceptable in our global community.

Diversity and Tolerance

We are a school which celebrates diversity and tolerance. We will not tolerate discrimination of any form. If a student acts in an inappropriate manner, other students and teachers are encouraged to file a formal complaint with one of our directors. Language On reserves the right to expel students without refund if they are found to be guilty of such behavior.

Harassment and Sexual Harassment

Language On is committed to providing an environment that is free from harassment of any kind. Bullying or harassment based on an individual's sex, sexual orientation, gender identity, race, ethnicity, national origin, age, religion or any other legally protected characteristics **will not** be tolerated. All students are expected and required to abide by this policy.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the school's computers for the purpose of viewing, displaying, or sharing material that is sexual in nature may also constitute harassing behavior.

All complaints of unlawful harassment will be handled in a manner that is as confidential as possible under the circumstances. For any concerns, complaints, or violations of this policy, please follow our Student Complaint Procedures found in this handbook.

Violence and Threats of Violence

We have a **zero-tolerance** policy when it comes to violence and threats of violence. Students or teachers who witness such behavior are encouraged to file a formal complaint with one of our directors. For any concerns, complaints, or violations of this policy, please follow our Student Complaint Procedures found in this handbook.

Plagiarism, Cheating, and Academic Dishonesty

Plagiarism and cheating are considered major school offenses and are taken very seriously. Language On values the work of others and will not tolerate any form of plagiarism, cheating on examinations, or other forms academic dishonesty. We follow the moral and ethical rules adhered to in the academic world. If plagiarism or cheating of any kind is discovered, the study will be subject to expulsion or other discipline as deemed appropriate by the school director. Multiple incidents of plagiarism or cheating by the same student will result in expulsion from the program or school, without refund. To learn more about what is, and what is not, plagiarism, check out http://plagiarism.org.

Usage of Mobile Phones, Tablets and Other Digital Devices

Mobile phones must always be on silent mode in the classroom. We do not allow disruptions or distractions caused by cell phone, tablet usage or the use of other digital devices in the classroom. On occasion, we know that you may need to briefly look at your phone or tablet to check for a message or call, but the teacher reserves the right to ask you to step out of the classroom if you are causing a distraction. If you need to make or answer a call, your can do so in the common area outside the classroom. In addition, while on Language On's premises you may not record (digitally or otherwise) any individual without that individual's explicit, written consent. Recording others without their explicit consent violates their right to privacy and may result in the violator's expulsion from Language On.

Smoking

Smoking is prohibited both inside the school and anywhere inside the buildings. If you want to smoke, please go outside of the building and use the ashtrays available for your convenience.

SCHOOL DRUG AND ALCOHOL POLICY

Language On maintains a strict policy concerning drugs and alcohol on school premises and at school-sponsored events. Specifically, while on the premises of Language On, no students or any other individuals invited onto the premises are permitted to bring any drugs, illegal substances, alcoholic beverages, or contraband at any time. Further, students and other individuals invited onto Language On's premises are not permitted on the premises while under the influence of any drugs, alcohol, or illegal substances.

Language On recognizes that adults will make informed decisions regarding consumption of alcohol off of school premises, and, on occasion, Language On may host school-related events at a venue which may offer alcohol for public consumption. Language On requires that all students or their invitees who choose to attend any such event with or hosted by Language On, who choose to consume alcohol, be over 21 years of age, drink responsibly, and not operate a motor vehicle. Underage drinking is strictly prohibited under all circumstances.

POLICY VIOLATIONS AND CONDITIONS FOR DISMISSAL

Any student found in clear and obvious violation of Language On's school policies may be subject to immediate expulsion, without refund. To the extent that one or more of the school policies are violated, or should Language On have reasonable suspicion after having conferred with the student to believe that one or more school policies have been violated, a Language On student is subject to face expulsion from Language On, without reimbursement or refund, in full or in part. Language On maintains no liability or responsibility for students who

willfully choose to violate these conditions and cause damage or injury to themselves, or someone else, as a result.

HEALTH AND SAFETY INFORMATION

Language On cares about the health, safety, and well-being of our students and is committed to helping each of you have the most rewarding experience, both inside and outside the classroom, throughout the duration of your program of study. No school can eliminate every possible risk associated with providing services to its clients (or the potential for emergency situations); however, as an indication of sound business practices, there need to be policies in place to mitigate those risks and procedures for how to handle emergencies when they arise. Language On's administrators and instructors are here to ensure your safety while you are in a Language On classroom or common area. Additionally, they are prepared to handle the additional risks that are associated with school-sponsored activities at both on-site and off-site locations.

As a student at Language On, please be aware that you will only be under our direct supervision while you are in our facilities or participating in school-sponsored activities. You are solely responsible for your actions during the time spent outside of Language On. Many students come from abroad (or another area of the country) and are unaware of what to expect while studying at one of our campuses; as a result, we have prepared this general guide about health and safety matters to help you stay safe at all times during your program. Please note that Language On has no parental authority or responsibility over minor students (those less than 18 years old). Additionally, Language On will be in no way responsible for any student who is arrested for violating any federal, state, or local law or ordinance.

General Guidelines for Protecting Yourself and Personal Property

The following advice is useful when you are residing in a new country or city:

1) Always know where you are going. You can do this by reading guidebooks, maps, and public transportation routes or calling for directions before heading to your destination.
2) Avoid unlit/dark places and walking alone. Stick to well-traveled streets and walk in groups at night. Be especially cautious when you are new to a city and know little about what parts of town may be less safe.
3) Leave expensive or expensive-looking jewelry and accessories at home and do not flaunt wallets, purses, cell phones or cameras.
4) Do not carry valuables on you to school or around town, even in a backpack or locked luggage. If you must carry cameras, music players, laptops, tablets, etc. do not leave them unattended.
5) Pay attention to and follow local, state, and national laws. Although there are many important laws to obey, students need to know that the following are strictly enforced in the United States:
    a) You must be **21 or older** to purchase and/or use tobacco products.
    b) You must be **21 or older** to purchase and/or consume alcoholic beverages.
6) Know how to receive help in case of an emergency.
    a) From any phone in the USA, **DIAL 911** for medical, fire, and safety emergencies.

Language On Facilities and Classrooms

All Language On students are expected to be responsible members of the Language On community by complying with federal, state, and local laws as well as by adhering to Language On's Student Code of Conduct while inside any Language On classroom or common area. At all times, students are expected to avoid behavior and actions that threaten the safety and/or welfare of themselves and other Language On students, instructors, school staff, and visitors.

School administrators will make sure that your Language On campus is clean, in good repair, and free of any potential health hazards. All schools have current occupancy licenses and are operated in compliance with local and state building safety and fire codes. We cannot predict when or what type of an emergency will occur, but we have the following plans in place:

A. In the event of a power failure, fire, or other reason to evacuate the school, all exits are clearly marked with emergency lights. Students should follow the safest path in order to exit the building and pay attention to instructions provided by instructors or staff. Language On school administrators will do everything reasonably possible to ensure that all individuals are safely evacuated and will notify them when it is safe to re-enter the school. Any damage to personal property as the result of a fire or efforts to extinguish a fire are covered under the insurance policy of Language On and you should speak to an administrator for more information.

B. In the event of a medical emergency in the school, a Language On instructor or Language On administrator will assess the situation and contact local emergency medical services if necessary. Any student who is injured or falls seriously ill while in a Language On classroom or common area is fully responsible for any resulting medical expenses and will not hold Language On liable for any actions taken to provide access to emergency medical care.

C. In the event of a situation that threatens the safety and welfare of individuals on Language On premises (examples: ceiling collapse, natural disaster, or physical violence, etc.), although this is very unlikely, all students, instructors, and school staff should do whatever they find reasonable to secure their own safety. Administrators will do their best to control the situation and contact local authorities for help if necessary.

Language On Sponsored Activities and Field Trips

Although Language On will do everything that is reasonably possible to keep students safe during school sponsored activities, field trips, and excursions, the individual participant agrees to participate voluntarily and assumes all risks associated with the activity. Therefore, before participation in any Language On sponsored activity, you must sign a liability waiver. The waiver of liability includes all activities with at least one Language On instructor or administrator and one Language On student. If you are not at least 18 years old, you must have a legal guardian sign the liability waiver for you before you will be allowed to participate in these activities.

There are three kinds of school-sponsored activities and field trips:

- Complimentary (no additional fees or costs to participate)
- Fee Free (no additional fees to participate, but individual activity related expenses may be incurred such as food, drinks, transportation, etc.)
- Fee Required (payment of a fee in advance is required to participate, and individual activity related expenses may be incurred such as food, drinks, transportation, etc.)

Please be sure to check the school's information board for additional information about available activities and associated fees and costs or speak with a school administrator.
While participating in school sponsored activities, each student is responsible for:

1) Following the safety instructions of the activity/field trip leader(s).
2) Following posted rules and regulations of the activity/field trip destination.
3) Acting in a manner that is safe for yourself and your co-participants.
4) Informing the activity/field trip leader(s) of any personal dietary needs, health risks, or physical disabilities that may limit your full participation or affect the health and safety of your co-participants.

STUDENT RECORDS

In order to ensure accurate and up-to-date record keeping, maintain confidentiality, provide excellence in student services and comply with all applicable laws, Language On has instituted the following policy on student records. This policy applies to all students; where applicable, portions of the policy that only apply to F-1 students are noted.

Confidentiality of Student Records

Language On ensures that all student records are kept confidential to the extent required by law. To that end, Language On requires written permission from the eligible student (over eighteen years of age) or the parent or legal guardian of minor students (those under the age of eighteen) in order to release any information from a student's record to any outside party.

However, by law, Language On may disclose student records, without consent, to Language On's employees and faculty with a legitimate educational or administrative interest; organizations conducting certain studies for or on behalf of the school; accrediting organizations; SEVP, with regard to nonimmigrant international students; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, pursuant to law.

General Guidelines

Based on the nature of the portion of the student record in question, certain portions of the record will be kept in electronic format, certain portions of the record will be kept as hard copies (i.e., in paper format), and certain portions of the record will be kept both in electronic format and as hard copies, as Language On deems appropriate. All student records shall be maintained current and up-to-date, with any necessary changes made without delay.

Electronic Records

1. **Electronic student management system**

   An electronic record will be created for all enrolled Language On students using the school's electronic student management system. This information can only be accessed by authorized personnel (administrative staff and support staff). The electronic record contains, at a minimum, the following information:

   a. Student name
   b. Mailing and/or residential address
   c. Contact telephone number
   d. E-mail address
   e. Student number
   f. Date of initial enrollment
   g. Course for which the student has enrolled
   h. Length of enrollment
   i. Tuition and fees charged and paid
   j. Student achievement information (e.g., final examination scores; pass/fail determinations, etc.)

   These records are maintained in Language On's computer systems permanently. All electronic records are securely duplicated on a backup server to ensure record integrity in the event of local hardware failure

or other system malfunction.

2. **SEVIS**

An additional electronic record is created in *SEVIS* for all F-1 visa students, which contains all of the data required by SEVP for F-1 visa students. This information can only be accessed by approved DSOs (Designated School Officials) and the PDSO (Primary Designated School Official), who are approved by the United States Department of Homeland Security. All data maintained in SEVIS is updated on a regular basis as required by law.

All SEVIS records are maintained in the SEVIS system for the period prescribed by law.

3. **Other Records**

In addition to student information contained in the electronic student management system and in *SEVIS*, the following records are kept in either hard copy or electronic format, with electronic records securely maintained in Language On's computer systems.

a. Scanned images of the signed and dated attendance rosters for all class sessions conducted
b. Scanned images of signed and dated orientation rosters for all new student orientation sessions conducted
c. Copies of any warning letters issued to students who have violated the school's rules and/or the program's attendance requirements
d. Copies of student report cards (such reports are issued at the end of each academic quarter) and any academic transcripts issued
e. Database summaries of placement test results
f. Any other document relevant to the student's course of study that reasonably needs to be recorded and kept on file electronically

These records are maintained permanently. All electronic records are securely backed up on a remote server to ensure record integrity in the event of local hardware failure or other system malfunction.

Hard Copies (Records kept in paper format)

1. **Student Files**

In addition to the electronic records described above, a paper file ("student file") is maintained for each student and kept in the location where the student studies. Each student file is kept in a secured storage unit (typically a locked filing cabinet) that can only be accessed by administrative personnel. However, at the discretion of Language On, any item in the student file listed below may be converted into a digital record and maintained in the student's electronic record.

Each student's paper file includes, at a minimum, the following information and/or documents:

a. A copy of the student's completed application for admission, including the signed and dated *Terms and Conditions of Enrollment* form
b. A copy of the student's letter of acceptance
c. A copy of the student's completed quarterly achievement test (final examination)
d. Signed liability waiver forms (for students who have elected to participate in school-sponsored off-site activities, field trips, and excursions)

e. Original emergency contact forms
f. Copies of any warning letters issued to students who have violated the school's rules (including the Student Code of Conduct) and/or the program's attendance requirements
g. Documentation for optional student services purchased through Language On (typical examples include accommodation, bicycle rental, airport transfers, and college admission counseling)

In addition, the paper files of F-1 students must include the following additional information and/or documents, in accordance with SEVP requirements:

a. A copy of the student's current Form I-20
b. A copy of the student's passport ID page
c. A copy of the student's F-1 visa
d. A copy of the student's Form I-94 "Arrival/Departure Record"
e. Proof of the student's financial ability (i.e., bank statement or letter dated within the past 6 months and sponsor letter, if applicable)
f. For change of status students, a copy of the student's Form I-797A ("Notice of Action") and record of change to nonimmigrant F-1 status, if applicable
g. Evidence/documentation of any excused absences (e.g., medical note, student e-mail claiming illness, judicial records for compelled legal process)

These records are maintained for the period of time prescribed by law (i.e., for three years from the end of the student's period of enrollment).

2. **Course Progress Notes**

A brief summary of each class session conducted is recorded in the *Course Progress Notes*, which are kept for each course and contains, at a minimum, the following information:

a. Course title
b. Date, time and duration of each class session
c. Group number when applicable
d. A brief descriptive summary of the class content, with reference to course materials as appropriate
e. The instructor's signature or initials for each class session

Course Progress Notes for each course are maintained for the duration of the academic year.

Conversion of Hard Copies into Electronic Records

When a student completes his/her program of study, the complete student file (in hard copy) may be converted into electronic format. In such cases, the student's paper file (in hard copy) will be scanned in its entirety and the digital version of the record will be securely stored in Language On's computer systems. After the student file (in hard copy) has been converted into an electronic record, the paper file may be destroyed.

IMPORTANT IMMIGRATION REGULATIONS FOR F-1 VISA STUDENTS

Students enrolled in the English Unlimited Program Intensive Course on an F-1 (student) visa must be aware of and carefully follow certain United States immigration regulations that pertain to them. F-1 students must maintain their F-1 (student) nonimmigrant status at all times while enrolled in the program. Language On is legally required

to terminate the SEVIS (immigration) records of F-1 students who fail to maintain status. F-1 students whose SEVIS records have been terminated for failure to maintain status must transfer out to another SEVP-certified school or leave the United States immediately. Failure to comply with this requirement can have very serious negative consequences. Language On will never terminate an F-1 student's SEVIS record without notifying the student in writing.

Please remember that as an F-1 student:

1. You must maintain full-time status in the English Unlimited program unless you have received an authorized reduced course load (RCL) from a Language On Designated School Official (DSO) due to a medical condition diagnosed by a licensed health care provider. In order to maintain full-time status, you must come to class regularly. F-1 students who incur an excessive number of unexcused absences will be expelled from the school and have their SEVIS records terminated for an unauthorized drop below full-time status (please see the *Student Attendance Policy* above for completed details). If you believe you have a medical condition that prevents you from coming to class every day, please schedule an advising session with a Language On advisor as soon as possible.

2. You may not withdraw from (leave) the program without first notifying the school director. If you withdraw from or abandon the program without first notifying your school director, you will be out of status and Language On must terminate your SEVIS record for an unauthorized withdrawal. If you withdraw from the program after having notified your school director, you must leave the United States within 15 days of the date you withdrew from (left) the program. Language On is required by law to terminate the SEVIS record of a student who withdraws from (leaves) the program in the middle of an academic term.

3. You must obey all federal, state and local laws. Remember that in the United States, persons under the age of 21 may not drink alcoholic beverages and persons under the age of 18 may not purchase, possess or use tobacco products. In addition, F-1 students must obtain a state driver's license in order to lawfully operate a motor vehicle. If you wish to obtain a driver's license, please schedule a personal advising session with a Language On advisor for assistance with the licensing process.

4. You may not engage in study, even if it is part-time or recreational study, at another SEVP-certified institution. If you wish to study at another SEVP-certified institution, you must transfer out to that school. If you would like to study at a different school, please schedule an academic advising session with a Language On advisor for counseling and assistance with the transfer process.

5. If you move to a new address, you must notify your school director or assistant director right away. Language On is required to keep both your physical and mailing addresses current in the SEVIS database. Under federal immigration regulations, you must inform a school official within ten (10) days of any change in your residence or mailing address.

6. You must meet your financial obligations to Language On. If you are on a payment plan, you must make all of your payments on time, including the remaining balance due if you withdraw from the program before your scheduled program end date. Students who fail to meet their financial obligations to Language On will be subject to disenrollment and Language On will be required to terminate the student's SEVIS record. If you are experiencing financial difficulties that prevent you from making your monthly payments on time, it is extremely important for you to speak with your school director immediately.

7. Upon the completion of your program, you must leave the United States or transfer to another SEVP-certified institution within 60 days of your program end date. You can find your program end date on your most recent Form I-20. If you are not sure of your program end date, please be sure to ask your school

director or assistant director.

8. If you wish to extend your English program with Language On, you must inform your school director or assistant director at least one week before your scheduled end date. Your school director or assistant director will let you know if you are eligible to extend your program and if so, what steps you must complete.

9. You may not work, even if it is as an unpaid volunteer, while in the United States. If you have any questions about this requirement, please be sure to ask your school director or assistant director right away.

If you have any questions about the immigration regulations that pertain to you, please schedule an immigration advising session with a Language On advisor at your earliest convenience.

We hope that the information included in this handbook helps you feel more comfortable during your experience at our school. If you need any additional information, please contact us at your convenience.
See you soon!

-- Language On Newark

APPENDIX 1: CHANGE OF OWNERSHIP ADDENDUM

It is hereby announced that the new owner of Princeton English Programs, LLC is Language On New Jersey, LLC, a duly-formed New Jersey limited liability company.

No operational, staffing, or curricular changes were made as a result of this change in ownership.

This change in ownership was approved by the New Jersey Department of Labor and Workforce Development on May 19, 2024.

APPENDIX 2: SAMPLE OFFICIAL TRANSCRIPT

OFFICIAL TRANSCRIPT OF ENGLISH LANGUAGE STUDIES

- BEGINNING OF STUDENT INFORMATION -

STUDENT NAME:	**LAST NAME, FIRST NAME**	DATE OF TRANSCRIPT:	**JANUARY 2, 2025**
STUDENT NUMBER:	**08815**	CAMPUS:	**NEWARK, NEW JERSEY**
ADDRESS:	**123 MAIN STREET**	DATE OF ENROLLMENT:	**AUGUST 27, 2024**
	APT. 4	COMPLETION DATE:	**CURRENTLY ENROLLED**
	NEWARK, NJ 07135	SOCIAL SECURITY NO.:	**NONE**

- END OF STUDENT INFORMATION -

- BEGINNING OF ACADEMIC PROGRAM INFORMATION -

PROGRAM NAME:	**ENGLISH UNLIMITED**	PROGRAM FORMAT:	**INTENSIVE**
HOURS PER WEEK:	**18.0**	HOURS PER COURSE:	**225.0**
PLACEMENT TEST:	**PRE-A1**	REQUIRED HOURS:	**180.0 PER COURSE**
STARTING LEVEL:	**1 (A1)**	CURRENT LEVEL:	**2 (A2)**

- - END OF ACADEMIC PROGRAM INFORMATION -

- BEGINNING OF TRANSCRIPT -

TERM:	AUTUMN 2024	TERM DATES:	AUG 27, 2024 – NOV 27, 2024
COURSE AND LEVEL:	INTENSIVE ENGLISH 1	GRADE:	P (63/80)
HOURS COMPLETED:	198.0	CUMULATIVE HOURS:	198.0
TERM:	WINTER 2025	TERM DATES:	DEC 3, 2024 – FEB 27, 2025
COURSE AND LEVEL:	INTENSIVE ENGLISH 2	GRADE:	CURRENTLY ENROLLED
HOURS COMPLETED:	207.0	CUMULATIVE HOURS:	405.0

- END OF TRANSCRIPT -

NOTES AND ADDITIONAL INFORMATION:

THIS TRANSCRIPT IS AN OFFICIAL RECORD OF THE STUDENT'S ENGLISH LANGUAGE STUDIES AT **LANGUAGE ON**.
FOR SPECIFIC COURSE INFORMATION, PLEASE CONTACT THE CAMPUS OF ENROLLMENT.

LANGUAGE ON'S ENGLISH PROGRAMS ARE GRADED ON A PASS (P) - FAIL (F) BASIS. COURSE GRADES ARE DETERMINED BASED ON A COMPREHENSIVE FINAL EXAMINATION (ACHIEVEMENT TEST). THE STUDENT'S SCORE ON THE FINAL EXAMINATION IS PROVIDED IN PARENTHESES AFTER THE COURSE GRADE, IF AVAILABLE. THE MINIMUM PASSING SCORE IS 56 OUT OF 80 POINTS.

LANGUAGE ON DOES NOT CALCULATE GRADE POINT AVERAGES OR AWARD CREDITS. STUDENTS MUST MAKE NORMAL

AND SATISFACTORY ACADEMIC PROGRESS IN ORDER TO MAINTAIN GOOD STANDING, IN ACCORDANCE WITH THE INSTITUTIONAL ACADEMIC SUCCESS POLICY.

LANGUAGE ON DOES NOT PERMIT HOURS COMPLETED AT ANOTHER INSTITUTION TO BE TRANSFERRED TO THE STUDENT'S ACADEMIC RECORD. EACH STUDENT'S STARTING LEVEL IN THE PROGRAM IS BASED ON THE STUDENT'S PERFORMANCE ON THE INITIAL PLACEMENT TEST IN ACCORDANCE WITH LANGUAGE ON'S INITIAL PLACEMENT POLICIES AND PROCEDURES.

GRADING KEY:

P	STUDENT SUCCESSFULLY COMPLETED ALL COURSE REQUIREMENTS, INCLUDING ACHIEVING A PASSING GRADE ON THE FINAL EXAMINATION.
F	STUDENT FAILED TO COMPLETE ALL COURSE REQUIREMENTS.
W	STUDENT WITHDREW PRIOR TO THE END OF THE TERM.
NG	STUDENT RECEIVED NO GRADE IN ACCORDANCE WITH THE SCHOOL'S ACADEMIC PROGRESS POLICIES (NOTE: NO GRADE DOES NOT DENOTE OR IMPLY DEROGATORY INFORMATION ABOUT THE STUDENT'S ACADEMIC PROGRESS DURING THE TERM).

THIS TRANSCRIPT IS OFFICIAL ONLY WHEN BEARING THE LANGUAGE ON WATERMARK IN THE BACKGROUND AND THE SIGNATURE OF A SCHOOL OFFICIAL.

SIGNATURE OF SCHOOL OFFICIAL: [signature]

AUTHORIZED OFFICIAL

INSTITUTIONAL ACCREDITATION

LANGUAGE ON IS ACCREDITED BY THE **COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION** FOR THE PERIOD APRIL 2019 THROUGH APRIL 2029 AND AGREES TO UPHOLD THE CEA STANDARDS FOR ENGLISH LANGUAGE PROGRAMS AND INSTITUTIONS. **CEA** IS RECOGNIZED BY THE U.S. SECRETARY OF EDUCATION AS A NATIONAL ACCREDITING AGENCY FOR ENGLISH LANGUAGE PROGRAMS AND INSTITUTIONS IN THE UNITED STATES. FOR FURTHER INFORMATION ABOUT THIS ACCREDITATION, PLEASE CONTACT CEA AT 1001 NORTH FAIRFAX STREET, SUITE 630, ALEXANDRIA, VA 22314, (703) 665-3400, WWW.CEA-ACCREDIT.ORG.

APPENDIX 3: SAMPLE ENROLLMENT AGREEMENT

LANGUAGE ON

APPLICATION FOR ADMISSION AND ENROLLMENT AGREEMENT

PART 1: STUDENT INFORMATION

Sex: ☐ Male ☐ Female

Do you require an F-1 visa? ☐ Yes ☐ No

If yes, select application type: ☐ Initial Attendance ☐ Transfer In ☐ Initial Attendance (Change of Status) ☐ Program Extension

Applicant's Full Name: _____
(As it appears on your passport) Last (Family) Name(s) First Name(s) Middle Name(s)

Date of Birth: _____/_____/_____ (Month Day Year) **Country of Birth:** _____

City of Birth: _____ **Country of Citizenship:** _____

Foreign Address: _____
(Home address in your country – not US address) **Address** _____
City **State/Province/Territory** **Postal Code** **Country**

U.S. Address: _____
(If available) **Address** _____
City **State** **ZIP Code**

Telephone Numbers: +_____ _____ (_____) _____
Country Code Your Home Telephone Number (not US number) US Area Code US Telephone Number (if available)

E-mail address: _____@ _____ **U.S. Social Security Number (if available):** _____

PART 2: PROGRAM INFORMATION

Program: English Unlimited ☐

Format: Intensive ☐ (F-1 students) Semi-Intensive ☐ (Tourist, ESTA, Other) Morning Schedule ☐ Evening Schedule ☐
(Evening schedule is subject to availability)

Current English Level: Beginner ☐ Intermediate ☐ Advanced ☐ Native Speaker ☐ Two-Day Schedule ☐
(Two-day schedule is subject to availability)

Start Date: _____/_____/_____ (Month Day Year)
(Date may be adjusted if needed)

End Date: _____/_____/_____ (Month Day Year)
(Date may be adjusted if needed)

Total Course Duration: _____ Number of weeks _____ Number of hours

Campus: ☐ Newark 550 Broad Street, Suite 308
Newark, NJ 07102
Telephone: (862) 231-3098

Course Costs:

A. $ 200.00 **Registration Fee** or **I-20 Extension Fee** (Non-refundable fee)
B. $ 25.00 **Student Identification Card Fee** (Non-refundable fee)
C. $ _____ **Change of Status Advising Fee** (Non-refundable fee; applies to Change of Status students only)
D. $ _____ **Form I-20 Processing Fee** (Non-refundable fee; applies to F-1 students only)
E. $ _____ **Government Fees** (Depending on immigration status)

F. $ _____ **Total Tuition** (See *Terms and Conditions* for refund policies.)

G. $ _____ **Total Due** (Total lines A to F and enter the value here.)

PART 3: DISCLOSURE ACKNOWLEDGMENT, ACCEPTANCE AND AGREEMENT

I fully understand the terms and conditions as described to me in the *Terms and Conditions of Enrollment* provided by Language On, including the course study requirements, refund policies, and (if applicable) U.S. immigration reporting requirements. I understand that by signing this document, I am entering into a legally binding contract and that I owe the total amount due in line (G) above, subject to the refund policy described in part 5 of this application. For F-1 students, I understand that I am applying for an I-20 (Certificate of Eligibility for Nonimmigrant [F-1] Student Status) as part of my application for a student visa, change of status to F-1, or transfer of my SEVIS record to improve my English language skills at Language On. I am aware that, once my visa, change of status, or transfer is approved, information concerning my enrollment will be reported regularly to the U.S. Department of Homeland Security, as required by law.

Signed: _____ Date:

_____

(Signature of parent or guardian if applicant is under 18 years of age)

PART 4: TERMS AND CONDITIONS OF ENROLLMENT

Language On does not discriminate in its admissions policies or decisions based on the applicant's race, religion, sex, sexual orientation, country of origin, disability, veteran's status or any other reason unrelated to the applicant's qualifications for and ability to benefit from the program of study to which he or she has applied.

School Admission and Registration Policy

For admission into Language On Newark, students must complete the school application and, depending on their citizenship and visa status, may be required to provide a copy of a valid passport. Students must be at least 16 years of age at the time their program will commence. All students must complete an English level placement test upon arrival and test within our program levels. In order to qualify for admission, all students must be able to benefit from their desired program of study and must not have reached native-level proficiency in English. All admitted students must complete mandatory registration by their scheduled start date. Registration consists of reporting (in person) to a Language On school official, completing an English level placement test (if not already completed), participating in a new student orientation session, and making any outstanding tuition payments due. In accordance with applicable immigration regulations, new F-1 students may not be registered in SEVIS until registration has been completed.

School Catalog, Program Calendar, Schedule and Pricing

Scheduling is based on the current Language On program schedule. Minor deviations from the published schedule may take place but will not affect the total number of class hours per week. Pricing is based on the current Language On price list. You should not sign this Application for Admission before reviewing the official program calendar, schedule and price list. By signing this application, you agree that you have read the Language On Newark School Catalog and agree to abide by all of its provisions. Morning schedule (intensive program): 9:00 a.m. – 1:30 p.m. Monday through Thursday. Morning schedule (semi-intensive program): 9:00 a.m. – 12:45 p.m. Monday through Thursday. Evening schedule (intensive program): 5:15 p.m. – 9:45 p.m., Monday through Thursday. Evening schedule (semi-intensive program): 5:15 p.m. – 9:00 p.m., Monday through Thursday. Two-day schedule (intensive only): 9:00 a.m. – 6:00 p.m., Monday and Tuesday (or Tuesday and Wednesday, if Monday is an official school holiday).

Special Requirements for F-1 and Change of Status Students

All F-1 students, including change of status students, must inform Language On within 10 days of changing their address. Change of status students must also immediately notify USCIS of any change in address. Students seeking a change to F-1 status must provide Language On with a copy of their Form I-797C (receipt) and Form I-797A (notice of action) immediately upon receiving them. Under current United States immigration regulations, students whose application for a change of status has been approved must begin their program within 30 days of the approval date that appears on their Form I-797A. F-1 students must complete all terms for which they have registered in order to make normal progress and maintain their F-1 status. F-1 students who fail to meet their financial obligations to the school will be subject to disenrollment and termination of their SEVIS record.

Enrollment Cancellation and Reissuance of Form I-20 for F-1 Students

F-1 students who fail to report to school by their scheduled program start date or otherwise fail to contact the school to request that their program start date be deferred will be subject to having their enrollment and Form I-20 cancelled by Language On. A non-refundable fee of $50.00 will be charged for each program deferral and Form I-20 reissuance (this fee does not apply to change of status students).

Refund Policy

Fees:

No refunds of non-refundable fees as indicated in part 2 will be made.

- *Tuition Refunds:*

Refunds of tuition will follow the tuition refund schedule in part 5.

Missed Classes and Makeup Work

There will be no excused absences unless the student receives written authorization from the school director. Students will not be entitled to any refund or makeup class in the event they do not attend a scheduled class session. A class missed is a class lost. Students must complete all makeup work on their own.

School Activities and Events

Language On hosts school activities both in school and in the community. Teachers are there to guide and coordinate, and cannot be held responsible for your well-being and/or your belongings. In the event that you chose to participate in a school-sponsored event, you agree and recognize that you are a willing participant in such events, and Language On will not be held liable or responsible for any incident that may occur.

Important Notice

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

PART 5: REFUND POLICY

Language On will not provide a refund of any non-refundable fees as indicated in part 2 of this enrollment agreement.

Tuition Refund Policy

Language On Newark's refund policy is based on full-time attendance in courses/programs exceeding 300 hours, but not exceeding 1200 hours (N.J.A.C. 12:41-4.1). The school may retain the non-refundable registration fees and a portion of the monies paid for books, equipment and tools. The director of the school must be notified in writing within five (5) business days of the date of withdrawal. The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Time of Withdrawal	Student's Responsibility
Within three business days of signing this enrollment agreement	0% of total tuition plus the non-refundable registration fees
During the first week	10% of total tuition plus the non-refundable registration fees
Weeks two and three	20% of total tuition plus the non-refundable registration fees
After three weeks and prior to 25%	45% of total tuition plus the non-refundable registration fees
After 25% of program and before 50%	70% of total tuition plus the non-refundable registration fees
After 50% of program is completed	100% of total tuition plus the non-refundable registration fees

Important note: Language On provides a certificate of completion for all students who complete at least one level in the English Unlimited program. However, Language On's ESL program does not lead to any license, degree, or professional credential.

PART 6: STUDENT COMPLAINT RESOLUTION POLICY

Student complaints will follow the official complaint policies and procedures described in the School Catalog. Students must submit written complaints to the school director within 5 days of the event leading to the complaint. The school director will then notify the student, in writing, within 10 days of receiving the written complaint of the procedures that the student and administration will follow when resolving the student's concerns.

PART 7: ACCEPTANCE OF TERMS AND CONDITIONS

I hereby certify that I have read, understand and accept the Terms and Conditions of Enrollment described above. I further certify that I have received and read the Language On Newark School Catalog, have had an opportunity to ask any questions and/or receive clarification, and agree to abide by its provisions.

Signature of Applicant: _____ Date: _____

APPENDIX 4: ENGLISH UNLIMITED PROGRAM COURSE DESCRIPTIONS

Program: **English Unlimited**
Course: **Level 1**
Level: **Low Beginner**
Course Goal: **Achieve proficiency target A1 on the CEFR Language Proficiency Scale**
Length: **1 Academic Quarter (13 weeks)**

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. During this course, you will participate in class discussions, do group work with classmates, practice pronunciation, learn reading and writing skills, and explore themes and topics in order to develop intercultural competence. In this introductory course, you will learn essential English vocabulary and simple grammatical structures necessary for everyday communication. Upon successful completion of the course, learners will be able to express elementary needs, understand statements, and ask simple questions. The course themes include *introductions, countries, activities, food, relationships, time, special occasions, home, clothing* and *jobs*.

Student Learning Outcomes

After successfully completing **Language On English Unlimited Level 1**, learners will be able to:

1. Recognize familiar words and very basic phrases concerning themselves, their family and immediate concrete surroundings when people speak slowly and clearly:
    - Can understand familiar names, words and very simple sentences.
    - Can follow speech that is very slow and carefully articulated, with long pauses for them to assimilate meaning.
    - Can understand instructions addressed carefully and slowly to them and follow short, simple directions.
2. Interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help them formulate what they're trying to say:
    - Can ask and answer simple questions in areas of immediate need or on very familiar topics.
    - Can use simple phrases and sentences to describe where they live and people they know.
3. Understand very short, simple texts a single phrase at a time, picking up familiar names, words and basic phrases and rereading as required:
    - Can understand short, simple texts.
    - Can follow short, simple written directions.
    - Can get an idea of the content of simpler informational material and short simple descriptions, especially if there is visual support.
4. Write simple isolated phrases and sentences:
    - Can write numbers and dates, their own name, nationality, address, age, date of birth or arrival in the country, such as on a hotel registration form.
    - Can ask for or pass on personal details in written form.

Assessment, Grades and Progression

Your passive and active language skills will be informally assessed at the mid-point of the academic term with the Level 1 Progress Test.

At the end of the academic term, the Level 1 Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Listening	Reading	Writing	Speaking
20 points	20 points	20 points	20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Students who pass the course will advance to Level 2 during the next academic term. Students who fail the course must repeat Level 1 during the next academic term.

Program: **English Unlimited**
Course: **Level 2**
Level: **High Beginner**
Course Goal: **Achieve proficiency target A2 on the CEFR Language Proficiency Scale**
Length: **1 Academic Quarter (13 weeks)**

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. During this course, you will participate in class discussions, do group work with classmates, practice pronunciation, learn reading and writing skills, and explore themes and topics in order to develop intercultural competence. In this elementary level course, you will learn to understand basic sentences and frequently-used expressions, communicate in simple and routine tasks, and describe your background, immediate environment and areas of immediate need in simple terms. The course themes include *people, behavior, shopping, vacation, heroes, the mind, city life, change, health, achievement* and *at the movies.*

Student Learning Outcomes

After successfully completing **Language On English Unlimited Level 2**, learners will be able to:

1. Understand sentences and frequently used expressions related to areas of their most immediate relevance:
   - Can understand the main points of clear standard speech on familiar matters regularly encountered in work, school and leisure.
   - Can understand the main point of many radio or television programs on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.
   - Can generally identify the topic of discussion around them that is conducted slowly and clearly.
2. Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters:
   - Can use basic sentence patterns with memorized phrases, groups of a few words and formulas in order to communicate limited information in simple everyday situations.
   - Can use some simple structures correctly.
   - Can make themselves understood in short utterances.
3. Read and understand short, simple texts on familiar matters which consist of high frequency everyday language:
   - Can find specific, predictable information in simple everyday material such as advertisements, menus, reference lists and timetables.
   - Can understand everyday signs and notices in public places, such as streets, movie theaters, restaurants, railway stations; in workplaces, such as directions, instructions, hazard warnings.
4. Write short, simple notes and messages relating to matters in areas of immediate need:
   - Can write a very simple personal letter, for example thanking someone for something.
   - Can write a series of simple phrases and sentences linked with simple connectors like *and*, *but* and *because*.

Assessment, Grades and Progression

Your passive and active language skills will be informally assessed at the mid-point of the academic term with the Level 2 Progress Test.

At the end of the academic term, the Level 2 Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Listening	Reading	Writing	Speaking
20 points	20 points	20 points	20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Students who pass the course will advance to Level 3 during the next academic term. Students who fail the course must repeat Level 2 during the next academic term.

Program: **English Unlimited**
Course: **Level 3**
Level: **Low Intermediate**
Course Goal: **Achieve proficiency target B1 on the CEFR Language Proficiency Scale**
Length: **1 Academic Quarter (13 weeks)**

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. During this course, you will participate in class discussions, do group work with classmates, practice pronunciation, learn reading and writing skills, and explore themes and topics in order to develop intercultural competence. In this low intermediate level course, you will learn to understand the main points of clear standard speech on familiar, everyday subjects, provided there is an opportunity to get repetition or clarification; start, maintain and close simple face-to-face conversation on topics that are familiar or of personal interest; understand the main points in straightforward factual texts on subjects of personal or professional interest; and write short, comprehensible connected texts on familiar subjects. The course themes include *my life, let's eat, mysteries, trends, my neighborhood, goals, celebrations, once upon a time, work, staying in touch, technology* and *travel*.

Student Learning Outcomes

After successfully completing **Language On English Unlimited Level 3**, learners will be able to:

1. Understand the main points of clear standard speech on familiar, everyday subjects, provided there is an opportunity to get repetition or clarification sometimes:
   - Can understand the main points of discussion on familiar topics in everyday situations when people speak clearly, but may sometimes need help in understanding details.
   - Can follow clearly spoken, straightforward short talks on familiar topics.
2. Start, maintain and close simple face-to-face conversation on topics that are familiar or of personal interest:
   - Can express and respond to feelings and attitudes like surprise, happiness, sadness, interest and disinterest.
   - Can give or seek personal opinions in an informal discussion with friends, agreeing and disagreeing politely.
   - Can ask for and follow detailed directions.
3. Read and understand the main points in straightforward factual texts on subjects of personal or professional interest well enough to talk about them afterwards:
   - Can find and understand the information they need in brochures, leaflets and other short texts relating to their interests.
   - Can understand the main points in short newspaper and magazine articles about current and familiar topics.
   - Can understand private letters about events, feelings and wishes.
4. Write short, comprehensible connected texts on familiar subjects:
   - Can write simple texts about experiences or events (for example about a trip), describing feelings and reactions.
   - Can write emails or text messages to friends or colleagues, relating news and giving or asking for simple information.
   - Can write very brief reports which pass on routine factual information on matters relating to their field.

Assessment, Grades and Progression

Your passive and active language skills will be informally assessed at the mid-point of the academic term with the Level 3 Progress Test.

At the end of the academic term, the Level 3 Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Listening	Reading	Writing	Speaking
20 points	20 points	20 points	20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Students who pass the course will advance to Level 4 during the next academic term. Students who fail the course must repeat Level 3 during the next academic term.

Program: **English Unlimited**
Course: **Level 4**
Level: **Mid Intermediate**
Course Goal: **Achieve proficiency target B1+ on the CEFR Language Proficiency Scale**
Length: **1 Academic Quarter (13 weeks)**

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. During this course, you will participate in class discussions, do group work with classmates, practice pronunciation, learn reading and writing skills, and explore themes and topics in order to develop intercultural competence. In this high intermediate level course, you will learn to understand straightforward information about everyday or work-related topics, understand the main points in straightforward texts on subjects of personal or professional interest, discuss topics that are familiar or of personal interest, and write about a variety of familiar subjects. The course themes include *public and private, getting information, milestones, men and women, across cultures, business and marketing, wellbeing, what are you into?, society, money, trust,* and *our world*.

Student Learning Outcomes

After successfully completing **Language On English Unlimited Level 4**, learners will be able to:

1. Understand straightforward information about everyday, study or work-related topics:
   - Can identify both general messages and specific details, provided people speak clearly in a familiar accent.
   - Can generally follow the main points of extended discussion if people talk clearly.
   - Can follow television programs on topics of personal interest when people speak clearly.
2. Start, maintain, and close a conversation on topics that are familiar or of personal interest and can help to keep it going by expressing and responding to suggestions, opinions, attitudes, advice, or feelings:
   - Can express opinions on abstract topics like films and music, describe reactions to them and ask other people what they think.
   - Can compare and contrast alternatives, discuss what to do, where to go, etc.
   - Can explain why something is a problem and make an effective complaint.
3. Read and understand the main points in a variety of texts on subjects of personal or professional interest well enough to talk about them afterwards:
   - Can look quickly through simple, factual texts in magazines, brochures or websites and identify information that might be of practical use.
   - Can identify the main conclusions in texts which clearly argue a point of view.
   - Can read simplified versions of novels, plus stories with a clear structure with little use of a dictionary.
4. Write about a variety of familiar subjects well enough for others to follow the story or argument:
   - Can write about familiar topics, comparing and contrasting different opinions.
   - Can write a detailed description of an experience, dream or imaginary event, including feelings and reactions.

Assessment, Grades and Progression

Your passive and active language skills will be informally assessed at the mid-point of the academic term with the Level 4 Progress Test.

At the end of the academic term, the Level 4 Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Listening	Reading	Writing	Speaking
20 points	20 points	20 points	20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Students who pass the course will advance to Level 5 during the next academic term. Students who fail the course must repeat Level 4 during the next academic term.

Program: **English Unlimited**
Course: **Level 5**
Level: **High Intermediate**
Course Goal: **Achieve proficiency target B2 on the CEFR Language Proficiency Scale**
Length: **1 Academic Quarter (13 weeks)**

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. During this course, you will participate in class discussions, do group work with classmates, practice pronunciation, learn reading and writing skills, and explore themes and topics in order to develop intercultural competence. In this low advanced level course, you will learn to understand the main ideas of complex speech and text on both concrete and abstract topics, interact with a degree of fluency and spontaneity that makes regular interaction with native speakers possible without strain for either party, produce clear, detailed texts on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. The course themes include *community, the working week, creativity, the second self, brainpower, storytelling, design thinking, science fact and fiction, body matters, keep it legal, hungry consumers* and *points of view*.

Student Learning Outcomes

After successfully completing **Language On English Unlimited Level 5**, learners will be able to:

1. Understand extended speech/lectures and follow complex lines of argument provided the topic is reasonably familiar:
   - Can understand most radio and television news and current affairs programs.
   - Can understand the majority of films in Standard English.
   - Can understand the main ideas of complex speech on both concrete and abstract topics delivered in Standard English, including technical discussions in their field(s) of specialization.
2. Use English fluently, accurately and effectively on a wide range of general, academic, vocational and leisure topics, clearly marking the relationships between ideas:
   - Can take an active part in discussions in familiar contexts, accounting for and sustaining their views.
   - Can communicate spontaneously with good grammatical control without much sign of having to restrict what they want to say, adopting a level of formality appropriate to the circumstances.
   - Can highlight the personal significance of events and experiences, account for and sustain their views clearly by providing relevant explanations and arguments.
3. Read with a large degree of independence, adapting style and speed of reading to different texts and purposes:
   - Have a broad active reading vocabulary, but may experience some difficulty with low-frequency idioms.
   - Can scan quickly through long and complex texts, locating relevant details.
   - Can understand specialized articles outside their field provided they can use a dictionary occasionally to confirm their interpretation of terminology.
4. Write clear, detailed texts on a wide range of subjects related to their interests:
   - Can write an essay or report, passing on information or giving reasons in support of or against a specific point of view.
   - Can write letters highlighting the personal significance of events and experiences.

Assessment, Grades and Progression

Your passive and active language skills will be informally assessed at the mid-point of the academic term with the Level 5 Progress Test.

At the end of the academic term, the Level 5 Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Listening	Reading	Writing	Speaking
20 points	20 points	20 points	20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Students who pass the course will advance to Level 6 during the next academic term. Students who fail the course must repeat Level 5 during the next academic term.

Program:	**English Unlimited**	Level:	**Low Advanced**
Course:	**Level 6**	Length:	**1 Academic Quarter (13 weeks)**
Course Goal:	**Achieve proficiency target C1 on the CEFR Language Proficiency Scale**		

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. During this course, learners will participate in class discussions, do group work with classmates, practice pronunciation, learn reading and writing skills, and explore themes and topics in order to develop intercultural competence. In this advanced level course, you will learn to express yourself fluently and spontaneously; use language flexibly and effectively for social, academic and professional purposes; understand a wide range of demanding, longer texts, and recognize implicit meaning; and produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices. The course themes include *language and life, money talks, you've got personality, new horizons, live and learn, the cult of celebrity, to your health, our most precious resource, inspires minds* and *what's so funny?*

Student Learning Outcomes

After successfully completing **Language On English Unlimited Level 6**, learners will be able to:

1. Understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly:
   - Can understand television programs and films without too much effort.
   - Can recognize a wide range of idiomatic expressions and colloquialisms.
   - Can understand enough to follow extended speech on abstract and complex topics beyond their own field, though they may need to confirm occasional details.
2. Use English flexibly and effectively for social and professional purposes:
   - Can formulate ideas and opinions with precision and relate their contribution effectively to those of other speakers.
   - Have a good command of a broad range of language.
   - Can consistently maintain a high degree of grammatical accuracy; errors are uncommon and generally corrected when they do occur.
   - Can produce clear, smoothly flowing, well-structured speech, showing controlled use of organizational patterns, connectors and cohesive devices.
3. Understand a wide range of demanding, longer texts, and recognize implicit meaning:
   - Can understand long and complex factual and literary texts, appreciating distinctions of style.
   - Can understand specialized articles and longer technical instructions, even when they do not relate to their field.
4. Write clear, well-structured, detailed texts on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices:
   - Can express themselves in clear, well-structured texts, expressing points of view at some length.
   - Can write detailed expositions of complex subjects in an essay or a report, underlining what they consider to be the salient issues.
   - Can write different kinds of texts in a style appropriate to the reader in mind.

Assessment, Grades and Progression

Your passive and active language skills will be informally assessed at the mid-point of the academic term with the Level 6 Progress Test.

At the end of the academic term, the Level 6 Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Listening	Reading	Writing	Speaking
20 points	20 points	20 points	20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Students who pass the course will advance to Level 7 during the next academic term. Students who fail the course must repeat Level 6 during the next academic term.

Program:	**English Unlimited**	Level:	**High Advanced**
Course:	**Level 7**	Length:	**1 Academic Quarter (13 weeks)**
Course Goal:	**Achieve proficiency target C2 on the CEFR Language Proficiency Scale**		

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. During this course, learners will participate in class discussions, do group work with classmates, practice pronunciation, learn reading and writing skills, and explore themes and topics in order to develop intercultural competence. In this final, high advanced level, you will learn to express yourself with precision and convey fine shades of meaning; use English smoothly and with ease for social, academic and professional purposes; understand with ease virtually any kind of language, whether live or broadcast, delivered at fast, natural speed; understand virtually all forms of written English; and produce clear, smoothly flowing, stylistically appropriate texts. The course themes include *creativity, hopes and fears, perception, human interaction, economic resources, food and sustainability, internet sensation, the meaning of success, learning and memory*, and *invention and innovation*.

Student Learning Outcomes

After successfully completing **Language On English Unlimited Level 7**, learners will be able to:

1. Understand virtually any kind of language, whether live or broadcast, delivered at fast, natural speed:
   - Can identify the sociocultural implications of most of the language used in colloquial discussions that take place at a natural speed.
   - Can follow specialized lectures and presentations employing colloquialisms, regional usage or unfamiliar terminology.
2. Use English smoothly and with ease for social and professional purposes:
   - Can produce clear, smoothly flowing, well-structured discourse with an effective logical structure which helps the recipient to notice and remember significant points.
   - Can give clear, smoothly flowing, elaborate and often memorable descriptions.
   - Can present a complex topic confidently and articulately to an audience unfamiliar with it, structuring and adapting the talk flexibly to meet the audience's needs.
3. Understand virtually all forms of written English:
   - Can understand virtually all types of texts including abstract, structurally complex, or highly colloquial literary and non-literary writings.
   - Can understand a wide range of long and complex texts, appreciating subtle distinctions of style and implicit as well as explicit meaning.
   - Can understand the finer points and implications of a complex report or article even outside their area of specialization.
4. Write clear, smoothly flowing, stylistically appropriate texts:
   - Can produce clear, smoothly flowing, complex texts in an appropriate and effective style and a logical structure which helps the reader identify significant points.
   - Can exploit idiom and humor appropriately to enhance the impact of the text.
   - Can set out multiple perspectives on complex academic or professional topics, clearly distinguishing their own ideas and opinions from those in the sources.

Assessment, Grades and Progression

Your passive and active language skills will be informally assessed at the mid-point of the academic term with the Level 7 Progress Test. At the end of the academic term, the Level 7 Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Listening	Reading	Writing	Speaking
20 points	20 points	20 points	20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Students who pass the course graduate from the Language On English Unlimited Program and may elect to take the optional Pronunciation Module during the next academic term. Students who fail the course must repeat level 7 during the next academic term.

Program: **English Unlimited** Course: **Pronunciation** Length: **1 Academic Quarter (13 weeks)**

Course Goal: **Acquire good control of the pronunciation of Standard American English**

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. The Pronunciation module is suitable for learners who have successfully completed English Unlimited Level 7 and wish to improve their English pronunciation and oral communication skills. This course is designed to help you refine your English pronunciation skills in order communicate successfully in English with minimal negative impact due to non-native pronunciation errors. During this course, you will work on improving your pronunciation of English sounds and syllables; minimizing non-native pronunciation errors related to stress and intonation in words, sentences and thought groups; improving your pronunciation of connected speech; and acquiring more native-like pronunciation of the vowel and consonant sounds of Standard American English.

Student Learning Outcomes

After completing the **Language On English Unlimited Pronunciation Module**, learners will be able to:

1. Develop an **individual pronunciation profile** by:
   - Determining their pronunciation priorities
   - Exploring and articulating reasons for improving their pronunciation
   - Setting personal pronunciation goals for the course and beyond
2. Improve their pronunciation of English **sounds and syllables** by:
   - Learning the difference between and properly pronouncing voiceless and voiced sounds
   - Acquiring more native-like pronunciation of grammatical endings
   - Reducing pronunciation errors by understanding the effect of grammatical endings on the number of syllables in a word and the importance of linking the end of one word to the beginning of the next word in a phrase
3. Minimize non-native pronunciation errors related to **stress and intonation** in words, sentences and thought groups by:
   - Acquiring more native-like word stress in nouns, verbs and numbers
   - Learning where to stress words with common suffixes and how to pronounce longer (multisyllabic) words
   - Learning basic rhythm patterns in phrases and sentences
   - Learning how to divide the stream of speech into though groups
   - Understanding the concept of focus words and applying this understanding to improved stress and intonation
   - Recognizing and using falling and rising intonation patterns, including final intonation
4. Improve their pronunciation of **connected speech** by:
   - Linking or connecting words within thought groups
   - Identifying common sound changes when words are connected in the stream of speech
   - Accurately pronouncing consonant clusters at the beginning and ending of words, including effectively using strategies for simplifying consonant clusters
5. Acquire more native-like pronunciation of the **vowel and consonant sounds** of Standard American English by:
   - Understanding the vowel and consonant systems of Standard American English
   - Identifying and correcting common errors in the pronunciation of vowel and consonant phonemes

Assessment

Your instructor will informally assess your progress throughout the course to ensure that you are meeting the course objectives. In addition, the instructor will give you feedback about your performance and provide detailed advice for improvement at the end of each section of the course.

At the end of the academic term, the Pronunciation Module Achievement Test will be administered. Your final course grade will be based on your performance on this test. Your score will be recorded as a Pass or Fail according to the following grading scheme:

Individual Profile	Sounds and Syllables	Stress and Intonation	Connected Speech	Vowels and Consonants
0-10 points	0-20 points	0-20 points	0-10 points	0-20 points

Pass: 56 to 80 points total **Fail:** under 56 points total

Program: **English Unlimited** Course: **TOEFL iBT** Length: **1 Academic Quarter (13 weeks)**

Course Goal: **Achieve a score of 80 or higher on the TOEFL iBT**

Course Description and Objectives

The Language On English Unlimited program is an intensive group ESL course for learners who need to acquire practical language proficiency. The TOEFL iBT module is suitable for learners who have successfully completed English Unlimited Level 7 and wish to prepare for the TOEFL iBT (an English proficiency test). This course is designed to help you refine your advanced English skills in order to achieve a successful score on the TOEFL iBT (Test of English as a Foreign Language internet-based test). During this course, you will work on improving your reading comprehension skills, academic writing skills, note-taking skills, listening comprehension skills and speaking skills, and on becoming thoroughly familiar with the structure, format, and content of the four sections of the TOEFL iBT.

Student Learning Outcomes

After completing **Language On English Unlimited TOEFL iBT**, learners will be able to:

1. Listen to conversations in academic settings and to lectures from various subjects, then answer questions about the content, organization, and delivery of speech of passage:
   - Is able to take effective notes on the main idea, major points, and important details and transitions
   - Is able to understand introductions, supporting details, digressions, and conclusions
   - Can recognize the speaker's attitude based on tone and context clues
   - Can identify the purpose or function of selected speech from the lecture or conversation
   - Can connect information, draw conclusions, make inferences and understand relationships between ideas
2. Speak successfully both inside and outside the classroom on topics that are familiar (independent tasks) and those that require a response to newly-presented written and/or spoken content (integrated tasks):
   - Can respond to the task with a topic statement and enough details, examples, and explanations to fully support the topic statement (*Independent Speaking Tasks*)
   - Can take notes on the main idea, major points, and important details and transitions from reading and/or listening passages in order to effectively respond to the prompt (*Integrated Speaking Tasks*)
   - Is able to deliver a spoken summary of the material(s) and provide adequate supporting details, examples, and explanations in order to address the prompt (*Integrated Speaking Tasks*)
3. Read university-level academic passages of 500-700 words from various academic subjects and then answer questions about the content and organization of each passage:
   - Can understand the general topic of the text and find main ideas and important facts and details
   - Is able to identify the purpose, organization, structure, and relationships between ideas
   - Can make inferences about what is implied in a passage
4. Write essays according to the conventions of academic English that are well organized, well developed, unified, coherent, and on topic according to the nature of the assignment (independent or integrated):
   - Is able to plan the essay by generating a thesis statement and creating an outline (*Independent Writing Task*)
   - Can write an introduction, unified supporting paragraphs that have one controlling idea each, and a conclusion that together demonstrate a logical progression of ideas in support of the thesis (*Independent Writing Task*)
   - Can read a text, then take notes on a listening passage in order to identify the main ideas, supporting details, and underlying relationship between the two sets of materials (*Integrated Writing Task*)
   - Can write a summary explaining how the listening is related to the reading passage using appropriate sentence structures, organization, and transitions (*Integrated Writing Task*)

Assessment

Although this course is not graded for pass or fail purposes, your instructor will informally assess your progress throughout the course to ensure that you are meeting the course objectives. In addition, the instructor will give you feedback about your performance and provide detailed advice for improvement.

At the end of the academic quarter, you will be formally assessed by taking a full-length computer-simulated TOEFL iBT. Your score will be reported according to the following scoring system:

Listening	Speaking	Reading	Writing
0-30 points	0-30 points	0-30 points	0-30 points