



## School Catalog

400 Corporate Pointe, Suite 300

Culver City, CA 90230

CEA Accredited

This catalog is available on our website at <http://la.internexus.edu/>.

Campus Location

**400 Corporate Point**

**Culver City CA 90230**

N.B. 6:

Effective Dates of this Catalog

January 1, 2019 - December 31, 2019

N.B. 7:BPPE Approval Notice

This institution is a private institution, and it is approved to operate by the Bureau for Private Postsecondary Education. The approval to operate means the institution is in compliance with state standards, and the institution is licensed to operate, but it does

not imply either of the following: (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau (2) The approval to operate indicates that the institution exceeds minimum state standards.

Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, <http://www.bppe.ca.gov/>, (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

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## **CLASS SCHEDULE**

### ***Intensive English Program***

Monday through Friday 9:00 am to 12:50 pm

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Internexus Los Angeles does not offer distance learning at this time.

## **HOLIDAYS**

The school observes the following holidays:

New Year's Day

Dr. Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Students do not pay tuition for Winter Vacation (two weeks around Christmas and New Year's Day).

Internexus Los Angeles has a monthly enrollment policy, students may start any month except during winter vacation. If a Monday is a holiday, students may start on the following Tuesday.



## N.B. 23 TUITION FEES AND CHARGES

**The total charge for an entire period of attendance (12 weeks) is \$2646.00 (12 weeks tuition \$2396 plus \$150 Learning Materials Fee, plus \$100 application fee) or \$2946 if you purchase health insurance through us (12weeks tuition \$2396 plus plus \$150 Learning Materials Fee, plus \$100 application fee, plus \$300 health insurance fee). The total estimated charges for each term is \$3065 without our health insurance coverage and \$3,315 with health insurance coverage. See important note below on health insurance coverage.**

Unless otherwise specified, fees are as follows:

Application Fee \$ 100 (\$100.00 of this fee is not refundable.)

Tuition English Program \$ 2396 (12 weeks), \$ 199.66 (1 week)

**Learning Materials Fee \$150 (\$150 of this fee is not refundable)**

**Health Insurance\* \$25/week (See note below)**

Other fees that may apply under certain circumstances:

Express, or FedEx \$ 50/\$150

Tuition Deposit \$ 100 (Only applicable to a student applying from abroad)

Homestay Finding Fee \$ 150 (Only for applicable students)

Bounced Check Fee \$ 100 (Only for applicable students)

Late Fee \$ 50 (For students 1 week or more late for tuition payment)

Transcript Fee \$ 15 (1st transcript is free of charge)

**STRF Fee (\$0.00) per one thousand dollars (\$1,000) of Explore Beyond**

**charges, rounded to the nearest thousand dollars, from each student Explore Beyond student who is a California resident or is enrolled in a residency program. For Explore Beyond charges of one thousand dollars (\$1,000) or less, the assessment is zero cents (\$0.00). ( This fee is nonrefundable.)**

If there remains an outstanding debt on tuition over one month, a student risks expulsion for

failure to comply with the tuition policy

Payments can be made by cash, check or credit card. If tuition is past due students will be given a Tuition Payment Reminder Slip. If students still fail to pay, a meeting will be arranged with the director.

Students may leave the program at any time. See the Refund Section and the Student Rights Section for information on obtaining a refund.

N.B. 27

### **No Financial Aid Program**

This institution does not participate in federal and state financial aid programs. This institution does not offer any form of financial aid.

N.B. 28

**Important Note:** If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

N.B. 10

## **Mission Statement**

Internexus Los Angeles is an intensive English school committed to providing a complete English education. We provide students with experiences in academic settings while striving to give students experiences in the social settings that make an English education complete. Our goal is to ensure that our students flourish in not only the important realm of academics, but also to oversee achievement in professional and social skills. Our program is designed to focus on the core of English language as well as culture, customs, and the nuances of interacting in the 21st century.

### History of Internexus Los Angeles

Internexus Los Angeles is a private institution which was established in 2017 with the intent of providing students the opportunity to learn English as a Second Language in a professional and affordable setting. We've always believed in hiring well- trained and experienced instructors to help students reach their English language goals. We are approved to operate by the Bureau of Private Post Secondary Education (approval to operate means compliance with state standards as set forth by the Ed. Code). We are a branch of Internexus Indiana which is authorized under federal law to enroll non-immigrant alien students.

N.B. 26

## **Staff and Faculty Profiles**

### **Assistant Branch Manager Grant Elliott, Ph.D**

Grant has over 16 years of experience of both higher educational teaching, program and curricular development. He is dedicated to making sure your studies with us are enjoyable and beneficial. .He is also overseeing Student Services for the time being.

### **Academic Director Daisy Xian, M.A.**

Daisy has a Master's in TESOL and over a decade's experience in ESL program development and management.

### **Richard Vasquez, Lead Instructor, M.A.**

Richard has both an MA in teaching English as a second language and an MA in Clinical Psychology. He has over 30 years of experience with ESL instruction.

## **OUR FACILITIES**

- Internexus Los Angeles presents its classes on the safe and modern campus of Antioch University Los Angeles.
- Internexus Los Angeles is an independent school and is not a member of the Antioch University system.
- As the newest member of the Internexus family, Internexus Los Angeles is CEA Accredited and approved by the California Board of Private Postsecondary Education.
- 
- **About Antioch Los Angeles**
- Antioch University is a progressive, learner-centered university and a place where individual spirit thrives and community grows.
- With more than 8,000 distinguished alumni, Antioch has been honored to serve the diverse communities of the greater Los Angeles area since 1972.
- Antioch's core values of social justice, service to the community, and lifelong learning compromise the heart of its undergraduate and graduate degree programs.
- The undergraduate and graduate degree programs of Antioch are distinguished by their rigorous, interdisciplinary curricula, which invite its students to approach the world as curious, critical thinkers. Antioch's experiential learning model combines dynamic classes, workshops, and seminars with hands-on training in the field, allowing students to apply newfound skills in real-world settings.

Each class is equipped with tables and chairs, a large led display, whiteboards, projectors and wireless internet access. .

Classes usually contain an average of 20 students depending on the time of year, our busiest season being the summer. However, we will not allow

classes to exceed a maximum of 25 students in Los Angeles, but will consider alternative solutions before turning a student away due to classroom capacity.

N.B. 12

## **Library & Learning Resources**

Internexus students have access to the on-campus Antioch lending library and computer lab. They may also acquire free library accounts from the Los Angeles Public library which have massive print and online collections.

Other additional teaching/learning resources are easily accessible to instructors and students, including software and hardware listed below. Students may request to utilize any of these resources in advance.

Hardware:

Tables, chairs, whiteboards, markers, pens, pencils, erasers, paper, laptops, projectors, DVD players, flatscreen television monitors, copy services, printers, CD/tape players.

Software:

Netflix and Hulu are available for instructors and students to utilize for English learning through viewing movies.

## **PROGRAM**

Our school provides an English as a Second Language Program with courses including Fundamentals, Beginning, Pre-intermediate, Intermediate, Upper-Intermediate and Advanced and Advance +levels. These courses are designed to improve students' skills in Speaking, Listening, Reading, Writing and Grammar as well as critical thinking.

Our program offers 18 to 20 hours of instruction per week. Our programs

are based on 12 week terms. Student advancement is outlined in the Academic Achievement section of this catalog.

N.B. 19c

All course instructions are given in English. Internexus Los Angeles does not provide course instructions in other languages that are not English.

N.B. 16

Internexus Los Angeles does not offer any degree programs.

N.B. 21

**Our training does not fulfill any requirements for eligibility for licensure**

We provide focused English training to assist our students in achieving their academic, personal and professional goals. At this time, we offer Intensive English coursework. Our programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring license.

**N.B. 8**

**School Status**

*Internexus Los Angeles* does not have any pending petition in bankruptcy, is not operating as a debtor in possession, does not have filed a petition within the preceding five years, or have not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**N.B. 29 SCHOOL POLICY AND STUDENT RESPONSIBILITIES**

**ADMISSION**

Students are expected to be able to benefit from the instruction offered. If a student doesn't have the academic preparation necessary to succeed in our classes, the director and the student and teacher will hold a conference to see if the student should continue. Students must be 17 years of age or older to attend the school. Students under 18 need to have a Release of Liability form signed by their parent or guardian.

### **Ability to Benefit**

The California government requires ESL schools to demonstrate that the students they enroll have the ability to benefit from the instruction they will receive at the ESL school. This ability to benefit must be documented in one of two ways.

1. Students may submit a copy of their High School diploma.

2. Students may submit a copy of their University transcripts or a copy of their University Degree. Students may also submit a University ID card.

Documentation of the student's Ability to Benefit must be saved in the student's file.

Students can apply at the school office Monday through Friday, during regular business hours, for admission. Students can also write the school for an application or visit our website <http://sandiego.internexus.edu/> to fill out an online application.

N.B. 17

### **Transferred Credits Policy**

**Internexus Los Angeles** does not accept credits earned at other institutions or through challenge examinations and achievement tests.

N.B. 18:

### **Credit for Prior Experiential Learning**

Our institution does not grant credit to a student for prior experiential learning.

## **ADMISSION FOR STUDENTS WITH SPECIAL NEEDS**

Internexus Los Angeles is committed to making sure all students get the education they desire. Students with special needs will be accommodated to the best of our abilities. Please contact our office to allow us time to resolve any barriers that may be preventing admission or enrollment.

## **ENROLLMENT**

New students who have filled out an application meet with the director or the administrative assistant to complete the enrollment agreement. The enrollment agreement includes a copy of the **School Performance Fact Sheet**. Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first class or session of instruction.

## **PLACEMENT TESTING**

New students take the Michigan placement test prior to their first day of class. There are structure, listening and oral components to the test. Based on

these test scores students are placed in the appropriate level. A student's placement is determined by overall ability in these three areas. Students whose placement test scores fall outside of the study options offered at Internexus Los Angeles will be advised of alternative options at institutions with study options suited for their level.

## **LEARNING MATERIALS**

A materials fee is charged every term. This covers the cost of all physical learning materials.

## **COPYRIGHT INFRINGEMENT POLICY**

Internexus Los Angeles adheres to the Copyright law of the United States of America. We prohibit unauthorized photocopying of any copyrighted texts for use in the classroom.

## **FINANCIAL AID**

Internexus Los Angeles does not participate in any Federal or State financial aid programs. Students are responsible for paying their tuition directly.

## **N.B. 37 ACCOMMODATIONS**

We do not directly offer any type of housing. Nearby housing and homestay website links are provided for students' convenience and are available at <http://sandiego.internexus.edu/san-diego-housing/>.

Homestays in the area range from \$680 to \$700 every two weeks and usually include 2 meals (breakfast and dinner).

Internexus Los Angeles does not have dormitory facility under its control.

## **NO DISCRIMINATION POLICY**

Internexus Los Angeles does not discriminate on the basis of sex, race, ethnic origin, or religion. Any incident of harassment or discrimination should be immediately reported to the director.

## **SEXUAL HARASSMENT POLICY**

Internexus Los Angeles is a place for learning and growing. You should feel safe and comfortable in our school. In order to meet this objective, you should alert your instructor or an administrator and let them know if an unsafe, unwelcome, or uncomfortable situation arises that interferes with the learning process. Also, if there are circumstances which can be corrected to enhance your performance in class, please inform your instructor or an administrator.

## N.B. 31      **ATTENDANCE POLICY**

Students must maintain 80% attendance or higher to be considered in status. If a student (enrolled for a minimum of 2 weeks) has a monthly attendance rate of less than 60%, that student's I-20 will be terminated. If a student's I-

20 is terminated, he or she must seek reinstatement at another school or he or she must leave the United States immediately.

**Attendance Probation:** Students (enrolled for a minimum of 2 weeks) who fail to maintain 80% attendance or higher in a calendar month, are placed on Attendance Probation. Students placed on Attendance Probation must show that they are making progress toward meeting the cumulative attendance requirement of 80% by achieving a monthly attendance rate of more than 80% in the next calendar month. If a student on Attendance Probation fails to achieve a monthly attendance rate of more than 80% in the next calendar month after being placed on Attendance Probation, their I-20 will be terminated. By the end of the second calendar month after being placed on Attendance Probation students must be back to a cumulative attendance rate of 80% or higher or their I-20 will be terminated. If a student's I-20 is terminated, he or she must seek reinstatement at another school or he or she must leave the United States immediately. Students must have a cumulative attendance rate of 80% or higher to successfully complete our program or to qualify for a vacation or to transfer to another school in status. A student whose I-20 is terminated for failure to maintain status has the right to have their terminated I-20 transferred to another school for reinstatement.

**Appealing Probation:** Students may appeal their probation. Students must submit a written request for appeal within one week of receiving their probation notice. The director will review the appeal and request supporting documentation if needed. The director will then refer the appeal to the review committee (consisting of the Head Teacher, Office Manager, and Owner). If any member of the review committee is directly involved in the issuing of the probation, he or she will be removed from the committee and replaced by a staff member not involved with the issuing of the probation. The review committee will respond to the appeal within 5 business days of receiving the written request for appeal and any required supporting documentation.

## **TARDY POLICY**

Attendance is taken four times a day. If a student is more than 15 minutes late in the morning or 5 minutes late after breaks or lunch he or she is marked tardy. Six tardies equals a full day absent. If a student is more than

30 minutes late for any of the four sessions he or she is marked absent for that session.

## **LEAVING CLASS EARLY**

If a student leaves class 15 or more minutes early, he or she will be marked absent for that session.

## **VACATION POLICY**

A student must study for a minimum of four months before he or she is eligible for a vacation. A student must also have a cumulative attendance rate of 80% to qualify for a vacation. A student must notify the school Director at least one week prior to going on vacation! After 4 months of enrollment a student may take 2 weeks of vacation. After 5 months of enrollment students may take an additional 2 weeks of vacation, for a total of 4 weeks of vacation. After 10 months of enrollment a student may take an additional 4 weeks of vacation, for a total of 8 weeks of vacation.

## **N.B. 33 LEAVE OF ABSENCE POLICY**

Students may take a leave of absence for serious medical reasons or family emergencies. Students must document the reason for the leave of absence. Any paid tuition will be carried forward. Students must complete a leave of absence form prior to their departure unless the nature of the cause for the leave of absence makes this impossible. Students leaving the country will have a maximum of 60 days or 50% of the study period listed on their I-20, whichever is shorter to return to the USA and resume classes or their I-20 will be terminated for failure to maintain status. Students who will remain in the USA during their leave of absence must document the medical reason that they cannot study and the school will inform SEVIS of their desire to drop below a full course of study. Students will have a maximum of 60 days or 50% of the study period listed on their I-20, whichever is shorter to resume classes or their I-20 will be terminated for failure to maintain status. The entire leave of absence must be medically documented. Students must have at least one week of paid tuition remaining before going on a leave of absence

## **TRANSFER POLICY**

Students have the right to transfer to another school. However, a student's file will only be considered in good standing and therefore "in status" if they have complied with Internexus Los Angeles's attendance and academic progress policies. A student who has not complied with Internexus Los Angeles's attendance and academic progress policies may still request a transfer, but their I-20 will be terminated before being transferred.

## **CHANGE OF ADDRESS, VISA STATUS, LENGTH OF STUDY**

Students must inform the office immediately if they change their address, visa status, or length of study. F-1 visa students should review <http://studyinthestates.dhs.gov/maintaining-your-status> to make sure that they understand what is required of them as visa students and how to maintain their F-1 visa status.

N.B. 19a

Internexus Los Angeles is a branch of Internexus Indiana. Internexus Indiana is SEVP approved to enroll non-immigrant alien students. However we do not provide visa services and do not vouch for students' status.

## **VISITS ABROAD AND REENTRY**

The Director must sign and stamp your I-20 before you leave the country. A valid passport is required to travel to another country, and possibly a tourist visa to the country of destination.

## **REPLACEMENT OF LOST DOCUMENTS**

If you lose your passport or your Form I-20 please tell the Director immediately.

## N.B. 30 ACADEMIC ACHIEVEMENT

Students will be assessed every session at Internexus Los Angeles.

**Placement Test:** On the first day, students will take a test to determine their English level. These tests consist of Michigan Placement Test(including grammar, reading and vocabulary, listening), a writing test, and an oral interview. The scores requirements and level placement are given below.

Level	G	R	W	L/S
<b>Beginning</b>	0-10	0-15	0-6	0-6
<b>Pre-Intermediate</b>	11-15	16-33	7-9	7-13
<b>Intermediate</b>	16-20	24-32	10-12	14-20
<b>High Intermediate</b>	21-24	33-41	13-15	21-28
<b>Advanced</b>	25-27	42-45	16-18	29-33
<b>Advanced +</b>	28-30	46-50	19-20	34-36

**G=Grammar; R=Reading; W=Writing; L/S=Listening/Speaking**

**Achievement Tests:** At the end of each session (one month), students will take achievement tests in each class. Scores on these tests will show if students understand the things the teacher taught in that session.

**Classwork:** Daily work in classes will also determine if students are successful in learning the skills teachers have taught them. Classwork examples include homework that will be graded, quizzes, and presentations. Classwork and achievement test results will help us determine students' readiness to progress to the next level at the end of the term.

### **Grades:**

Students will have grades from teachers for each class at the end of each session on a grade report. This report can also be sent to your home, school or college if students would like. In each class, students' grades are based on classwork (70%) and achievement tests (30%). For Beginning to Advanced Levels, student must have an average grade of 75% or higher in all classes to move to the next level for each class.

## ***MAKE-UP WORK***

Teachers are not expected to accommodate make-up work. However, regarding special circumstances students may have an opportunity to make- up some course work.

### **N.B. 32 ACADEMIC PROBATION**

Students must maintain a satisfactory level of academic performance. At our school this means achieving an overall score of 60% or above at the midterm and final of each quarter. If at the midterm or final of a quarter a student fails to have an overall score of 60% or higher, we need to take the following steps:

1. The teacher should have a meeting with the student to discuss why he or she is having trouble in the class. The teacher and student should fill out and sign a **Notice of Concern** to document the meeting and the plan of action that they intend to take.
2. Based upon the information gathered in the meeting, the teacher and the

student should work to create an individualized study plan to help the student improve his or her weaker skills. The teacher can also attempt to design some evaluation methods that may better reflect the strengths of the student. The plan of action from the **Notice of Concern** should outline the individualized studyplan and/or the evaluation methods.

3. If by the next midterm or final the student demonstrates that he or she is making progress by achieving an overall score of 60% or above, then the teacher should continue to monitor and encourage the student but no formal probation is necessary.

4. If by the next midterm or final the student cannot demonstrate that he or she is making progress by achieving an overall score of 60% or above, then we need to put the student on Academic Probation. However, if it is determined that Internexus Los Angeles does not offer a course that is

suitable for the level of the student who is not maintaining a satisfactory level of academic performance, we may suggest that the student transfer to a school that does offer such a course.

When a student is placed on academic probation, the student, the teacher, and the director will sign the probation form. Students will have until the next midterm or final to show that they are making progress in the class by achieving an overall score of 60% or above

If by the next midterm or final a student has not achieved an overall score of 60%, we will be forced to cancel their I-20.

**Appealing Probation:** Students may appeal their probation. Students must submit a written request for appeal within one week of receiving their probation notice. The director will review the appeal and request supporting documentation if needed. The director will then refer the appeal to the review committee (consisting of the Head Teacher, Office Manager, and Owner). If any member of the review committee is directly involved in the issuing of the probation, he or she will be removed from the committee and replaced by a staff member not involved with the issuing of the probation. The review committee will respond to the appeal within 5 business days of receiving the written request for appeal and any required supporting documentation.

## **CERTIFICATE OF COMPLETION**

A Certificate of Competition is awarded to students that successfully complete a course of study at Internexus Los Angeles. The schedule for completion is outlined in the Enrollment Agreement.

## **PRE AND POST TEST**

Students with student visas or students who stay more than 4 weeks are required to take the Michigan English Placement test on their last day of school. This is the same test that all students take on their first day of class as a placement test. The object is to use this pre and post test system as one gauge of student achievement at our school.

## **COLLEGE AND UNIVERSITY COUNSELING**

The office staff is familiar with educational opportunities available to foreign students in California and is happy to provide students with college and university counseling. Internexus Los Angeles has forged ties with local community colleges and can facilitate students' transfer to these institutions, once they have acquired the necessary English language skills.

## **STUDENT CONDUCT**

Students should in no way endanger other students. Doing so is a cause for expulsion. Minor acts of disruption can be handled by counseling and lesser penalties. In particular, drugs are not permitted at school and drug-related incidents will be reported to the authorities. The director can provide information regarding drug awareness and counseling.

In cases of unacceptable student conduct, and at the discretion of the director, a student may be placed on probation and given an opportunity to demonstrate a change of conduct. Should no improvement take place and

should the director and staff feel expulsion is warranted, the student will be asked to leave and his or her money will be refunded.

#### **N.B. 34 DESIGNATED PERSON FOR COMPLAINTS**

Complaints may be submitted either orally or in writing at any time to any administrative assistant. It is suggested that serious complaints be submitted in writing. A Complaint Form will be provided upon request. The assistant branch manager will investigate all complaints. The assistant branch manager will interview all people concerned and review all documents that may relate to the complaint. The assistant branch manager will attempt to resolve the complaint in a reasonable manner. The assistant branch manager may reject the complaint if, after investigation, it is determined to be unfounded.

The assistant branch manager will record a summary of the complaint and its disposition and place a copy of the summary along with any other related documents in the student's file.

Students have the right to appeal a complaint decision.

**Appealing a Complaint Decision:** Students may appeal the results of their complaint. Students must submit a written request for appeal within one

week of receiving the decision on their complaint. The assistant branch manager will review the appeal and request supporting documentation if needed. The assistant branch manager will then refer the appeal to the review committee (consisting of the Head Teacher, Office Manager, and Owner). If any member of the review committee is directly involved in the complaint, he or she will be removed from the committee and replaced by a staff member not involved with the complaint. The review committee will respond to the appeal within 5 business days of receiving the written request for appeal and any required supporting documentation.

N.B. 14

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). Complaints may also be directed to our accreditation agency, CEA, Commission on English Language Program Accreditation 1001 North Fairfax Street, Suite 630

Alexandria, VA 22314 USA, Phone: 703-665-3400, email: [info@cea-accredit.org](mailto:info@cea-accredit.org)

## N.B. 38 STUDENT RECORDS

Only the student or her or his legal guardian can have access to the student's file. The student's file is also available to school staff and legal authorities as directed by law. The school will maintain all hard copies of student records for a minimum of five years after the student has completed study. Electronic copies of student records are kept indefinitely.

Student records may include:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution including proof of the student's ability to benefit from our educational program;
2. Copies of all documents signed by the student including the application and/or enrollment agreement;
3. Copies of all tests given to the student before admission, including ability to benefit tests and tests required by Section 94319.2 of the Code;

4. Copies of the student's passport, visa, and I-20;
5. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
6. A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
7. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
8. A document specifying the amount of any refund, including the amounts refunded for tuition, the method of calculating the refund, the date the refund was requested, the date it was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
9. Copies of any official advisory notice or warnings regarding the student's progress;
10. Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to any complaint;
11. Student transfer information;
12. Student correspondence;
13. Records release authorization.

### ***N.B. 24 STUDENT TUITION RECOVERY FUND***

**"You must pay the state-imposed assessment for the Student Tuition**

**Recovery Fund (STRF) if all of the following applies to you:**

**1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and**

**2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.**

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

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

**(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:**

**"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a**

residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code.  
Reference: Section 94923, Education Code.

**The STRF Assessment is included in your application fee. The assessment equals \$.00 for every \$1000 of institutional charges you pay to the school.**

## **REFUND RIGHTS NOTICE**

STUDENT'S RIGHT TO CANCEL. You have the right to cancel the enrollment agreement and get a refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250), if the notice of cancellation is made prior to or on the first day of instruction or the seventh day after enrollment whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the top of this Agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

REFUND INFORMATION. You may withdraw from the program through 60% of your enrollment period and receive a prorated refund for the unused portion of the tuition. After

you study for 60% of your enrollment period, no refund is available. Your enrollment period is defined as the period of study indicated on your signed Declaration of Study Period. For example if you paid for 4 weeks, you could withdraw and receive a refund through the second day of the 3<sup>rd</sup> week. After the second day of the 3<sup>rd</sup> week there would be no refund. If you paid for 12 weeks, you could withdraw and receive refund through the first day of the 7<sup>th</sup> week. After the first day of the 7<sup>th</sup> week there would be no refund.

Refunds are calculated by the day starting the day after you withdraw. For example: If you withdraw on Monday, your refund would be for all unused tuition starting with Tuesday. The daily refund amount is \$20.00 for \$400/4weeks tuition. Refunds will be paid within 30 calendar days of your withdrawal. Refunds can only be paid to the person or company from whom the funds originated and in the form of the original payment. The application fee and tuition deposit are nonrefundable. If you received a discount for enrolling in and paying for a set number of weeks in advance and withdraw early, your discount will be deducted from

the amount refunded. You lose the discount if you withdraw early after one or more weeks of enrollment. Commission paid to agencies is also deducted from the refund amount.

If the school cancels or discontinues a course or educational program in which you are enrolled before your start date, the school will make a full refund of all charges paid for that program. If the school cancels or discontinues a course or educational program in which you are enrolled after your start date, the school will make a full refund of all unused charges paid for that program.

TRANSFERS. Students have the right to transfer to another school. However, a student's file will only be considered "in status" if they have complied with Internexus Los Angeles

's attendance and academic progress policies.

\*\* If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education, P.O. Box 980818

West Sacramento, CA 95798-0818 Toll Free: (888) 370-7589

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

\*\* If you have any complaints, questions, or problems which you cannot work out with the school, you may contact your country's consulate; the Bureau of Immigration and Customs Enforcement, located at 550 Kearny St. Suite 800, San Francisco, CA 94108; or you may write to the Bureau for Private Postsecondary Education Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818 Toll Free: (888) 370-7589

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

N.B. 22

\*\* This institution is Commission on English Language Program Accreditation (CEA). It is the mutual goal of CEA and the institution you are attending to provide educational training programs of quality. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, in the event that a student has tried to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. The student should contact the CEA office by mail. Complaints received by phone will be logged along with a request for a written follow-up; and initial letter speeds up the process.
2. The letter of complaint must contain the following:
  - a. The nature of the problem(s);
  - b. The approximate date(s) that the problem(s) occurred;
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution and/or other students that were involved);
  - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions);
  - e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting CEA;
  - f. All complaints should be signed.
3. Send the letter to:

CEA

COMPLAINT ADMINISTRATOR

Commission on English Language Program

Accreditation 1001 North Fairfax Street, Suite 630

Alexandria, VA 22314 USA

Non-immigrant students are required to have health insurance coverage while they study at our school. It is generally advisable to purchase this insurance in their country of origin. However, students may ask our office staff to provide them with an application for health insurance. Students may also visit [www.intlstudentprotection.com](http://www.intlstudentprotection.com) to learn more about health insurance and to apply for a plan.

N.B. 13

## **QUESTIONS ABOUT THE SCHOOL CATALOG**

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

*Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833*

*P.O. Box 980818, WestSacramento, CA 95798-0818*

*Web site Address:*

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

*Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897*

N.B. 9

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

N.B. 15

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Internexus Los Angeles is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the English as a Second Language, TOEFL Preparation Course, or International TESOL program is also at the complete discretion of the institution to which you may seek to transfer. If

the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Internexus Los Angeles to determine if your Certificate of Completion will transfer."

#### **N.B. 17 ARTICULATION OR TRANSFER AGREEMENT**

Our institution has not entered into any articulation or transfer agreement with any other institutions..

#### **REPAYMENT OF STUDENT LOANS NOTICE**

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

#### **N.B. 35 STUDENT SERVICES**

Student Lounges

Our student may utilize the Antioch University student lounge.

- **Student Activities** and **Area Events** boards updated frequently
- Free wireless Internet for laptops

- Eating and studying area with microwaves for lunchtime
- Vending Machines

### Student Assistance

Our office staff is always willing to help you with whatever questions or concerns you may have. Please come by the office any time during the day to ask us about things such as enrolling into an American college/university, traveling within California and the United States, and many other topics.

### Special Events

We offer field trips around the Los Angeles area for enjoyment and cultural appreciation. These outings to area museums and areas of interest will help you develop your real world language skills.

We also hold school-wide parties to celebrate Halloween and Christmas every year. In the summer, we like to have potluck barbeques in local parks or go to the beach for a day trip.

N.B. 36, 39

### **Placement Services**

Internexus Los Angeles does not provide any placement services.

Internexus Los Angeles offers language training to international students. Students who hold student visa are not authorized to work by the Federal Law.

## **N.B. 19b**

### **Internexus Language Proficiency Description**

#### **Beginning**

(Minimum 18 clock hours per week)

#### *Communication Tasks:*

Students build the basic elements of the language to interact in situations connected to their personal life—daily routines, leisure activities, future plans and past activities.

Students can give basic information about themselves, their family, education, work, and their hometown. Students can give personal information (name, address, phone number) in situations like calling for a pizza delivery, getting a video rental/library card, or filling out a registration/application form. Students can express preferences related to leisure activities, eating, and shopping. They can ask for information and ask for clarification. They can ask for and give simple directions. They can create one-adjective descriptions (*the weather is hot, lunch was delicious, she's pretty*).

Students can understand simple written instructions (how to use a pay phone), signs and ads, and children's books for native speakers. They have obtained vocabulary related to everyday living (food, transportation, family, jobs, and school).

Students can fill out simple forms; write checks, lists, short emails, and personal letters; and produce paragraphs about personal information.

Students can respond appropriately and use and understand basic courtesy formulas (*thank you, sorry, excuse me*) in simple social interactions, such as greeting, leave taking, and introducing.

*Contexts and Conditions:*

Students are successful within contexts that are predictable, familiar, and with visual cues that strongly support the task (for example, pictures on a menu). In interactions with native speakers, students often rely on gestures and facial expressions. Comprehension requires short, simple sentences, spoken slowly and clearly, with repetition. They rely heavily on translation from their first language and so, use a

bilingual dictionary. Students tend to write simple sentences with few or no connectors. Written work length is one or two paragraphs. They have more accuracy when using set phrases than when required to transfer rules to new contexts. Their oral production is often slowed by their tendency to translate from their first language and by their limited vocabulary.

*Corresponding Examination Scores:*

University of London Exam-Level 1

TOEIC 200-300, Level D

### **Pre-Intermediate**

(Minimum 18 clock hours per week)

*Communication Tasks:*

Students start to talk about relationships between personal aspects and the world where they live, sharing viewpoints, experiences and concerns; talking about possibilities and plans; comparing people and places; advising and instructing.

Students can talk about their experiences and ideas in the present and past (*I think, I used to...*). They can relate short narratives both orally and in writing about past experiences (*I went to a public school...*). They can make plans and arrangements over the phone or face-to-face (*Would you*

*like to go to a movie Saturday? What time can we meet?). They can make suggestions and give advice (Maybe you should try the other restaurant).*

Students can understand written instructions (simple recipe), short popular magazine articles, and literature for elementary age native speakers. They have obtained vocabulary related to everyday life (shopping, cooking, leisure activities, and friends). Short essay organization is developing. They can support and expand their ideas in writing.

Students can respond appropriately in various social interactions, such as apologizing, making an excuse, expressing disappointment or worry, giving and responding to compliments.

*Contexts and Conditions:*

Students are successful in contexts that are familiar and which strongly support the task. In interactions with native speakers, students' comprehension often requires slow, clear speech with repetition.

Students are beginning to vary sentence length and complexity and use connectors. Written work length is 2 to 3 paragraphs. They continue to rely somewhat on translation from their first language and use a

bilingual dictionary. They still tend to have more accuracy when using set phrases than when required to transfer rules to new contexts.

*Corresponding Examination Scores:*

University of London Exam-Level 2;

TOEFL 310-350 (paper-based), 40-63 (computer-based) TOEIC 300-500, Level C

### **Intermediate**

(Minimum 18 clock hours per week)

*Communication Tasks:*

Students develop their fluency while expressing ideas, establishing hypotheses and defending viewpoints. They can compare, agree and disagree politely, and summarize information. Students can establish time relationships clearly.

Students can give instructions and directions (*Meet me on the second floor of the library at 4:00, or I live three blocks away from downtown*). They can report speech (*She said, "I really want to go to Tokyo," or He asked me if I wanted to study Spanish*). They can ask for recommendations

and advice (*Which color looks better?* or *Do you think it's a good school for law?*).

Students can give 5-minute presentations in class.

Students can understand popular magazine articles, short newspaper articles, and literature for young native speakers. They have obtained vocabulary related to travel, academics, social issues, and the workplace. Students can write short articles, short essays, faxes and business letters.

Students can respond appropriately in various social interactions, including expressing hope, regret, and sympathy.

*Contexts and Conditions:*

Students are successful in contexts which are familiar, however they are less reliant on visual cues (for example, they are more comfortable using the telephone). In interactions with native speakers, students' comprehension requires clear, non-colloquial speech, with occasional clarification. Students

can write and speak with some fluency, sometimes with limited accuracy. Written work length is up to 2 pages (400 words). They are less reliant on translation and able to mainly use a monolingual dictionary. They are often successful transferring rules to new contexts. However, they tend to make overgeneralization errors as they acquire these new structures.

*Corresponding Examination Scores:*

University of London Exam Level 2-3

TOEFL 350-400 (paper-based), 63-97 (computer-based) TOEIC 500-590, Level B

Vestibular Exam (Brazil) Pass

**High Intermediate**

(Minimum 18 clock hours per week)

*Communication Tasks:*

Students are able to express themselves on a variety of subjects relating to the contemporary world, with fair control of the structure of the language.

Students are able to express abstract ideas, defend viewpoints using analogy and exemplification, and establish hypotheses and conditions.

Students can understand key points of lectures and take part in business meetings and social events. They now show facility in resolving communication problems.

Students can understand short Internet and newspaper articles, textbook excerpts, and literature for young adult native speakers. They have begun to obtain vocabulary related to more specialized subjects, such as the environment, law, politics, science, art and business.

Students can write business letters, academic essays, timed essays, and take notes on lectures. They can write short journalistic articles. Students can respond appropriately in various social interactions, such

as approving and disapproving, seeking advice, and expressing intentions. They have fair competence in choosing appropriate register according to the situation and the participants.

*Contexts and Conditions:*

Students are successful in a variety of contexts. In their interactions with native speakers and in phone conversations, students can understand clear speech at near normal speed. They may need occasional repetition or clarification. They tend to have trouble with the complex verb tenses and language features which are “exceptions” or “irregular.” They still make errors related to native language interference. Written work length is 3 to 4 pages (600-800 words).

*Corresponding Examination Scores:*

University of London Exam Level 3-4

TOEFL 400-450 (paper-based), 97-133 (computer-based)

TOEIC 590-730, Level A

\*NOTE: students will require specific preparation for each examination to achieve upper

**Advanced**

(Minimum 18 clock hours per week)

*Communication Tasks:*

Students expand and polish their knowledge of the language, achieving a more accurate and articulate communication. They communicate effectively, appropriately, and independently in various contexts with fair accuracy and fluency. Students are able to use the language for analysis, comparisons, decision-making and evaluation; as well as for creative personal expression. They generally understand formal and informal conversations at near native speed, allowing them to fully participate in group discussions. Students now demonstrate a command of language structures and discourse patterns within the range of the experience.

Students can generally understand TV news and movies, and discuss current issues. They can use idioms and specialized vocabulary within their own field in most social, work, or study situations. Students can read all kinds of authentic materials relative to their needs or interests.

They are able to interpret and compare both the content and the form of written texts. They can write research papers, academic essays, journalistic articles, professional reports, and presentations. They can participate in business meetings and university classroom projects, such as group presentations.

Students can use the phone effectively. Students can defend their point of view by defining the issue, supporting their view with facts and experience, and discussing pros and cons.

They can read newspapers, Internet articles, textbooks, reference material, and literature for adult native speakers. Students can write research papers, academic essays, journalistic articles, professional reports and presentations. Students can participate appropriately in a wide variety of social interactions, including inviting cooperation, giving instructions, explaining and clarifying, expressing value judgements, negotiating solutions, and responding to constructive criticism. They have competence in choosing appropriate register according to the situation and the participants.

#### *Contexts and Conditions:*

Students are successful in a variety of contexts. In interactions with new speakers, students understand conversation at near normal speed with some need for clarification. Students are beginning to be able to interpret humor and irony. Length of written work meets entry level professional requirements and undergraduate academic requirements for most United States Universities. Students' pronunciation does not interfere with comprehension.

#### *Corresponding Examination Scores:*

University of London Exam Level 4

TOEFL 500-550 (paper-based), 173-213 (computer-based)

TOEIC 730-875, Level AA

IELTS 5.5-6.0

\*NOTE: students will require specific preparation for each examination to achieve upper

**Advanced+**

(Minimum 18 clock hours per week)

### *Communication*

#### *Tasks:*

Students are able to respond to questions, participate in academic discussions with other students, synthesize and summarize what they have read in their textbooks and heard in class.

They should also be able to express their views in a discussion in a well-paced flow, demonstrating effective use of grammar and vocabulary, and also participate in casual conversations using natural sounded intonation patterns.

The students should be able to give coherent and sustained responses and convey relevant information and ideas. The students can express their opinions, and communicate with people in in highly intelligible way.

The students can effectively address the topic and task in their writing, displaying unity, coherence and progression. They display consistent facility in the use of language, demonstrating syntactic variety, appropriate word choice, and idiomatics, though it may have minor lexical and grammatical errors.

*Contexts and Conditions:* Students are successful in a variety of contexts. In interactions with new speakers, students understand conversation at normal speed with some need for clarification. Students' pronunciation does not interfere with comprehension. Students are able to interpret humor and irony. Make inferences and draw conclusion based on what is implied in the material. Make connections among pieces of information

in a conversation or lecture. The length of written work meets entry level professional requirements and undergraduate academic requirements for most United States Universities. Students' pronunciation does not interfere with comprehension.

*Corresponding Examination Score:*

TOEFL iBT minimum 80

\*NOTE: students will require specific preparation for each examination

to achieve higher scores.

### ***N.B. 20* COURSE DESCRIPTION**

#### **Intensive English Program (IEP)**

Our IEP offers classes focused on speaking, listening, reading, writing, and grammar. Each class is taught by extremely experienced teachers. The average class size is between 8 and 10 students. The maximum class size is 15 students with a minimum age requirement of 18. Activities are scheduled each week and include “Living Language Labs,” sightseeing trips, entertainment, and volunteer activities. A new session starts every four weeks, so you can register any time of the year. Classes are from Monday to Friday, for a total of 20 hours a week.

Student Visa: Required.

Student must have an average grade of 75% or higher in all classes to move to the next level for each class.

## REVISION POLICY

If any of these policies are revised, amended, expanded, curtailed or eradicated by the school administration; faculty and staff will be informed of the change at a staff meeting and students will be informed in classes. The revised policy will be disseminated by means of updates to the catalog, teachers' manual, or procedure manual, and posted in the office. The updated School Catalog will be posted on the school's website. The catalog is revised annually.

N.B. 41

### Website Compliance

The following information can be found on our website.

1. The school catalog [http:](http://)
2. A School Performance Fact Sheet for each educational program offered by the institution.
3. Student brochures offered by the institution.
4. A link to the bureau's Internet Web Site.
5. The institution's most recent annual report submitted to the bureau.

N.B. 41

The following information can be found on our website.

1. This student catalog
2. A School Performance Fact Sheet
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Winter I 2020 starts Mon Dec 30