



Intensive English Program Pre- Arrival Information

WELCOME!

Welcome to Austin Language Learning School! We are very excited that you will be studying with us. Our faculty, staff members, and team of instructors will do their best to help you with your language learning needs. All of us will try to help make your stay a wonderful and memorable experience. Please feel free to ask us about anything. We are happy to help in any way we can.

The **MISSION** of Austin Language Learning School (ALLS) is to provide ESL, Korean and Spanish language instruction, and support to students, professionals and other individuals wishing to improve their target subject area with the necessary intercultural communication skills and language instruction relevant to the learner's objective. As a sustainable institution, we provide access to resources and activities to all students, faculty and staff, while offering small, highly interactive, and diverse classes taught by caring professionals.

Our **Core Purpose** is to prepare language learners to succeed in cultural awareness and understanding in order to bridge the cultural and linguistic gaps in our diverse local community as well as all over the world. In pursuit of our mission stated above:

- ALLS will provide intensive nonacademic English courses to students to equip them with the tools necessary to enhance their ability to participate successfully in an American cultural environment.
- ALLS will provide test prep information for students seeking to take and master the TOEFL.
- ALLS will provide language-learning opportunities to people from diverse backgrounds that seek to learn the Korean and Spanish languages and wish to improve their intercultural communication skills by building confidence for everyday situations.
- ALLS will hire, support, and uphold a credentialed faculty with high standards of professional conduct, abilities, and experience in teaching English, Korean, and Spanish.
- ALLS will support and encourage its faculty and staff to participate in the ongoing development and evaluation of programs along with their own professional development.

Our **VISION** at ALLS is to construct and maintain a dynamic, culturally diverse learning community both in the United States and abroad. We are a language-learning center that enables students of all backgrounds to connect and communicate.

2017 CALENDAR



HOLIDAYS OBSERVED

The following will be the holidays specifically observed at ALLS and therefore, the school will be closed and there will be **no classes during those holidays.**

*January 1	New Year's Day
*January 16	MLK Day
* March 13 – 18	Spring Break
*May 29	Memorial Day
*July 3 - 8	Independence Day/Summer Break
*September 4	Labor Day
*November 22 – 25	Thanksgiving Break
*December 25 – Jan. 1	Christmas Break



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I. Program Description

Austin Language Learning School (ALLS) offers a Non-Academic Intensive English Program. The Non-Academic IEP is customized to move students through the scope and sequence of skills and content at a moderate pace in class while they participate in excursions, activities, and assessments that will help them achieve their individual goals. This program follows a monthly (4 weeks) program sequence in which students can choose between a full time IEP schedule or a part time schedule.

The Non-Academic IEP consists of six levels- Low Beginning, High Beginning, Low Intermediate, High Intermediate, Low Advanced, and High Advanced. Our monthly (4 weeks) program schedule allows students to register and pay on a monthly or semester (12 weeks) basis. All levels are available to students every session, as long as there is a minimum of 3 students per class. The maximum number of students allowed per class is 8. Each level takes 3 months (12 weeks) to complete. The full time IEP meets Monday through Thursday from 9am – 1pm with 2 hours of excursion time, and from 1:30-2:30 for electives or 1:30-3:30 for TOEFL test prep. This program consists of 4 days of in class instruction with activities, and every other week students take a scheduled excursion with specific objectives for each level of proficiency. The students are led by their teachers on field excursions in order to practice what they have learned. All skills and contents are seen in this program.

II. ALLS Program Policies & Enrollment

Admissions Policy

ALLS has an open admissions policy. This means that anyone (ages 16 and older) wishing to learn a foreign language for nonacademic purposes can enroll in our classes at anytime. We have open enrollment ongoing throughout the year.

Application Process:

1. First time students can submit their application online, or stop by the office at any time to apply and receive a consultation.
2. ALLS will contact the student to schedule a placement test, which consists of an oral interview, a writing sample, and a multiple-choice exam.
3. Students receive their schedule, book information, and tuition invoice.
4. Continuing students are placed in classes based on their final grade. Students who do not have a total grade of 75% or higher will repeat the level.

Payment of Tuition

Upon registration, new students will receive an invoice for the total cost of their enrolled classes. Continuing students will receive an invoice for the total cost of their next enrolled classes the last week of the session. Students are required to submit their tuition payments **BY THE FIRST WEDNESDAY OF THE SESSION**. All payments submitted after the due date will be considered late. A late fee of 10% of the total tuition and fees will be applied to any late payments.

Students are able to pay for sessions in advance. The student decides the amount of tuition and the extent they can pay.

Refund Policy

If circumstances require that a student withdraw from their enrolled classes, the student will be given the opportunity to request a refund. The student will be required to submit a Notification of Withdrawal as well as a Refund Request form to the Director. The Notification of Withdrawal must be submitted no later than seven (7) calendar days from the program start date. All refunds will be made within fifteen (15) calendar days of Refund Request Form submission.

If the Notification of Withdrawal is submitted before classes begin, the student will receive a 100% refund of the total tuition paid. If the notification is submitted after classes begin, but before week 2, the student will receive



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a 50% refund of total tuition paid. If the notification is submitted anytime during week 2, the student will receive a 25% refund of total tuition paid. After the second week of class no refund request will be accepted. No reduction in tuition will be made for absences.

Program and Class Cancellations

A scheduled program will only be canceled if at least 3 students are not enrolled in a class. If this happens, students who have enrolled and submitted their tuition payment will receive a refund of 100%.

If an instructor is sick or away, a substitute instructor will teach the class. ALLS staff will contact students to reschedule a class if a substitute instructor is not available.

There are no classes on certain U.S. holidays. See "Holidays Observed" section of this packet for information.

In case of bad weather, watch TV or listen to the radio to determine the severity of the storms. ALLS will follow the University of Texas' schedule in the event of cancellations or late start due to weather. ALLS staff will contact students if the school needs to be closed due to bad weather. Make up days due to weather implications will be notified to students directly on a case-by-case basis.

Make-Up Class Policy (Student Cancellations)

(1) If students (ESL or Spanish) inform administration **upon registration** they are unable to attend a class scheduled during the session, a **pro-rated rate** is available.

(2) **NO MAKE-UP CLASSES ARE AVAILABLE FOR UNEXCUSED ABSENCES.** If you choose to not come to class one day, you will lose this class & you will neither be refunded nor given a make-up class.

*exception: if you know you will be missing class, you can ask the other students/teacher in your class if they would be willing to reschedule for that day. However, please know that if even just **one student** cannot make this rescheduled class, then you will lose the class and the class will maintain its regular schedule.

(3) ALLS will excuse absences for **emergencies only**. The student must bring in **credible documentation** of the emergency for it to be considered excused. Excused absences will be determined on a case-by-case basis... Make-up classes for the **excused absence** can be held during the next session or until classes are available.

(4) If an ESL or Spanish student does miss a class, and they wish to make up the material they missed, the student may ask the teacher for the work to complete on their own time outside of class. The student may also request & pay for a **private class** with the instructor to catch up. **Please inquire about private lesson rates.**

(5) **PRIVATE STUDENTS ONLY:** Private students need to give a minimum of 24-hour's notice to cancel classes. If a private student cancels with *less* than 24 hour's notice, they will lose the class that they have paid for. **NO EXCEPTIONS.** If you do tell us more than 24 hours in advance, your private lesson may be rescheduled depending on the **instructor's availability.**

Orientation

Pre-Arrival: Before arriving to the United States students should enquire about the type of visa they need for their length of stay. Students can also inquire about the non-academic program and pricing at this time. Students are responsible for finding their housing arrangements. ALLS will assist students in finding housing if necessary.

Student health insurance coverage

ALLS **does not** provide any type of health insurance to students nor do we require any proof upon registration. You must look for and provide for your own insurance. Please understand that failure to acquire health insurance can be very expensive in the United States. The section labeled "Health Insurance" of your student handbook will provide you with more information.



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Student housing

ALLS **does not** hold any responsibility for the provision of student housing. However, upon request by the student, ALLS may provide assistance with information on housing options. The section labeled “ Making Austin Your New Home” of your student handbook will provide you with more information.

Student placement

Students will take a placement test to determine their appropriate class level. If there is any uncertainty, the Language Program Manager will discuss options with instructors. The placement test will consist of an oral interview, a writing sample, and a multiple-choice exam.

Integrating students to existing classes

If a student enrolls after the start of a session, and is placed in a current class that has already started, the student can be integrated into the current class if the Language Program Manager, instructor, and student believe the student has adequate knowledge of the material taught previously in the course. Students have the option of private classes in order to learn the material, and to catch up to the rest of the students before entering the course.

III. Current Class Schedule

Time	Monday	Tuesday	Wednesday	Thursday
9am - 10:50am	Vocab. Phonics Accent Reduction	Grammar	Reading	Vocab. Phonics Accent Reduction
10:50-11:10am BREAK				
11:10am - 1pm	Listening Speaking	Life Skills Conversation	Writing	Excursion
1pm - 1:30pm LUNCH BREAK				
1:30-3:30pm	-	Elective	Elective	Elective