



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 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.

2018 CALENDAR



2018 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 12 – 17	Spring Break
*May 28	Memorial Day
*July 2 - 7	Independence Day/Summer Break
*September 3	Labor Day
*November 21 – 24	Thanksgiving Break
*December 17 – Jan. 5	Christmas Break



PROGRAM DESCRIPTION

Austin Language Learning School (ALLS) offers a full-time Intensive English Program (IEP). The 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 program sequence in which students can choose between a full time IEP schedule or a part time schedule.

*** If you have a student visa, keep in mind you MUST STUDY full time.**

The IEP consists of 8 levels – Basic, Low Beginning, High Beginning, Low Intermediate, High Intermediate, Low Advanced, Advanced, and High Advanced. Our program schedule allows students to register and pay on a monthly or semester (15 weeks) basis. All levels are available to students every session. The maximum number of students allowed per class is 6. Each level takes 1 semester to complete. The full time IEP meets Monday through Thursday from 9am – 1pm with 2 hours of excursion time, and from 1:30-3:30 for electives. This program consists of 4 days of in class instruction with activities, and once a month, 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.

ADMISSIONS POLICY

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

STUDENT PLACEMENT POLICY

Students will take a placement test online and a speaking portion interview to determine their appropriate class level. If there is any uncertainty, the Language Program Manager will discuss options with instructors and students. The placement test will consist of an oral interview, a writing sample, and a multiple-choice exam. Contact the Program Manager if you have not taken your placement test yet!

POLICY FOR INTEGRATING STUDENTS TO EXISTING CLASSES

If a student enrolls after the start of a semester and is placed in a current class that has already started, the student can be integrated into the current class if the student's Tracktest and Placement Test scores place them in that level and if the student, program manager, and instructor is confident the student will do well 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. Students will be notified of the material previously covered in the course. Students who enroll after the 11th week of class will be provided with makeup materials and will be required to pass the final exam with a score of at least 75% in order to advance to the next level at the end of the semester. Students enrolled after the 11th week of class who do not pass the final exam with at least a 75% must retake their current level at the start of next semester.



APPLICATION PROCESS

Pre-Arrival: Before arriving to the United States, students should inquire about the type of visa they need for their length of stay.

1. **Determine if you need a student visa if so, follow the steps on page 5. (If you do not need a student visa, follow steps 2-5)**
2. Submit an application with the application fee, when you are ready to begin.
3. ALLS will contact the student to schedule a placement test, which consists of an oral interview, a writing sample, and a multiple-choice exam.
4. Students receive their schedule, book information, and tuition invoice.
5. 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.

HOW TO APPLY FOR A STUDENT VISA (F-1)

If you are in your country:

1. Fill out the ALLS Application Form.
2. Mail or scan the application and financial proof that you have enough money to pay for your school and living expenses while you are in the U.S. We estimate **USD \$2,200.00 per month**. For example, if you want an I-20 for 4 months, you, a family member, or a sponsor (see #3) must have proof of **USD \$8,800.00**.
3. If someone in the U.S. is going to sponsor you, the sponsor must fill out the form I-134, *Affidavit of Support Form*, at the website: www.uscis.gov/sites/default/files/files/form/i-134.opdf
4. After we receive your papers and accept you as a student, we will send you an I-20.
5. Go to <https://www.ice.gov/sevis/i901> and complete form I-901, pay the fee with a credit card if possible, and print the receipt.
6. Take the **I-20, original financial documents, I-901 receipt, and your passport** to the American Embassy or Consulate to apply for an F-1 visa.

If you have an I-20 and are studying at another school, but want to transfer to ALLS:

1. Fill out the ALLS Application Form and provide a recent financial statement showing proof of ability to pay for your school and living expenses (we estimate **\$2,200 per month**).
2. Take an ALLS **Transfer Approval Form** to the Foreign Student Advisor at your last school. They will fill it out and return it to ALLS. We can email it to your school if you prefer.
3. We will prepare a new I-20 for you. INS is informed of this change, and a copy is sent to your previous school.

If you have a B-2 visa and you are already in the U.S., you can apply to change your status to F-1. A limited number of these applications are approved. You cannot study until you receive approval. **If you are not approved, you will have to return to your country. *We strongly recommend that you bring all papers to us, so we can check them for you before you mail them.**

1. Fill out the ALLS Application Form and provide a recent financial statement showing proof of ability to pay for your school and living expenses (we estimate **\$2,200 per month**).
2. Fill out the form I-539.
3. We will provide the I-20 for your application.
4. Go to <https://www.ice.gov/sevis/i901>, pay \$200 fee with a credit card if possible, and print the receipt.
5. Fee to Immigration is \$290; check or money order made out to: **Department of Homeland Security**.
6. If you are denied, you must leave the U.S. within 30 days after you are denied.



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.

After the first week of a session, if a payment has not been made, students may not be allowed to enter the class until payment has been given.

Students are able to pay for sessions in advance. The student decides the amount of tuition and the extent they can pay. **STUDENTS MAY ONLY RECEIVE A MAKE-UP DAY OR PRO-RATED TUITION RATE IF THEY NOTIFY THE FRONT DESK BEFORE THE SESSION START DATE ABOUT DATES THEY KNOW THEY WILL BE MISSING.**

BOOK PRICING INFO

Upon registration, you will be required to purchase your textbooks/materials. You are welcome to purchase the books on your own (through Amazon, for example), however, please note that you **must** have all of your materials by the first day of classes. We also have books in stock that you can purchase through the school. Please ask the front desk about pricing.

Every student will need to have a book by their first day of class if purchased outside of the school

If you would like to order the books on your own (new or used), please be sure to buy the appropriate level.

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 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 session, no refund request will be accepted. No reduction in tuition will be made for absences.

PROGRAM & CLASS CANCELLATIONS

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. Students will be notified via social media (Facebook and Twitter) if the school needs to be closed due to bad weather. Students may also visit our website to find out about class cancellations. 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) **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.

*Keep in mind that as an F-1 visa student, you must attend classes on a daily basis. Failure to do so may result in loss of status.

(2) 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...

ORIENTATION

Upon arrival – Students will attend a mandatory Orientation. Students may not start the program until they attend an orientation session.

HEALTH INSURANCE POLICY

ALLS does not yet require international students to carry health insurance, but we strongly recommend that students purchase a policy. ALLS is currently reviewing our requirements of health insurance, and in the future, it might be mandatory for international students to buy health insurance. Healthcare costs in the U.S. are very expensive. A visit to the doctor’s office can cost **hundreds of dollars**, and that does not include the cost of any tests or drug prescriptions. Prescription drugs can be very expensive, and a trip to the emergency room can cost **thousands of dollars.**

STUDENT HOUSING POLICY

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.

CURRENT CLASS SCHEDULE

CLASS SCHEDULE					ELECTIVES AVAILABLE:
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
9am – 10:50am	Grammar, Reading, Writing				- Resume & Interview -Test Prep - Slang, Idioms, & Expressions - English in Music - English in TV & Movies - Current Events
10:50am – 11:10am	Break				
11:10am – 1pm	Listening, Conversation, Speaking, Pronunciation				
1pm – 1:30pm	Lunch				
1:30pm – 3:30pm	Elective & Test Prep				