



Intensive Language Learning Program (I.L.P.)

Student Handbook

ALA-edge reserves the right to make changes to the procedures, policies, and regulations stipulated in this handbook as it deems necessary without prior notice. For students to be aware of changes and updates to the information published in this handbook, they should read carefully all related information on the official correspondence, electronic blackboards, electronic mails, and other sources of information of relevance to this document.

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ACCREDITATIONS

* Davis College is accredited by The Higher Learning Commission and a member of the North Central Association (NCA). The Higher Learning Commission of the North Central Association may be contacted at (312) 263-0456 or (800) 621-7440 Fax: (312) 263-7462 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. www.ncahigherlearningcommission.org.

** Davis College is recognized by the State Board of Career Colleges and Schools (State of Ohio Certificate of Registration No. 81-02-0731B), 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215. <http://scr.ohio.gov>.

*** The Intensive Language Learning Program (I.L.P.) is approved by the State Board of Career Colleges & Schools. While the program is offered at Davis College, it is designed and professionally operated by the American Learning Advant-edge (ALA-edge), which also offers standardized test preparation courses, such as TOEFL, IELTS, GMAT, and GRE.

WELCOME MESSAGE

Welcome to I.L.P., and thank you for being part of our language diploma! We are thrilled to have you with us and hope that you will love your learning experience in the program. We have one common goal, which is to make your English language learning experience as academically rewarding and personally fulfilling as possible.

Proficiency in the English language will surely be a key factor to your future academic and professional success. The English language is undoubtedly the global language that will serve you well in this globalized world. During your studies at I.L.P., we strongly encourage you to continue to learn English, even while you are away from the classroom and busy with your everyday life.

ALA-edge strives to be a leading English language training institute in the region through offering proven and effective scientific methods of teaching and language acquisition. We immensely care about our students' pathway to college and future academic success, and thus we instill highly effective English proficiency tests (TOEFL, IELTS, etc.) preparation courses for eligible students. We do not only pledge to offer the highest quality of education, but we also thrive to assist you through the process of admission to colleges and universities across the United States.

This student handbook will provide you with vitally important information about studying English with us, and help you be familiar with our academic program and student services. The handbook describes the key policies, rules, and procedures pertinent to your intensive language studies. Therefore, we strongly urge you to carefully read this handbook although many topics will be discussed at the orientation and/or in the classrooms. If you have questions or need further clarification, feel free to ask your instructor or one of our counselors.

Again, we would like to convey our warm welcome and best wishes for your bright future. We all look forward to enjoying an exceptional learning environment in the months ahead.

ABOUT THE PROGRAM

Intensive Language Learning Program (I.L.P.) at Davis College is an in-class instructional intensive English language diploma designed to generally assist international students who are non-native speakers to improve all English language skills they need to succeed in their academic, professional, and social endeavors. The program also helps students who seek improvement to their English communicative skills. Therefore, it is designed based on solid scientific theories in the field of teaching English as a second/foreign language where brain-based approach is utilized to maximize the students' learning experiences. The ILP is where the students find the true joy of acquiring academic and social English skills in a context that is relevant and theme based while improving their creativity, analytical, and problem-solving skills.

The program promotes four key values: excellence, proficiency, diversity, and objectivity. These values are set not only for the students, but also for our instructors and staff. Through our carefully designed curriculum, teaching methodologies, personalized services, well-equipped facilities, and highly qualified instructors, we assure that students will meet their personal and educational goals, while flawlessly adapting to the American culture.

MISSION STATEMENT

The I.L.P. strives to provide quality English language training and to deliver cross-cultural education for international students. We exert strenuous efforts toward excellence and endeavor to understand and appreciate our students' language and cultural differences. Therefore, we work hard to enhance their aptitude to function effectively across diverse cultures. We also encourage language acquisition and personal progress of students in an effective and family-friendly learning environment.

PROGRAM ACADEMICS

The I.L.P. focuses on academic reading, writing, listening, speaking, and grammar as well as providing exposure to the American culture. With our interactive class instruction methodology, integration of technology, and highly qualified instructors, students will engage in various individual and group activities to learn and practice English in learning modes similar to those used in academic and professional, and every-day settings. Upon completion of the highest levels of the I.L.P., students can register for any of our English proficiency preparation courses that assist them get an academic admission.

To ensure that prospect students are able to meet their academic and professional goals, they must hold high school diploma or equivalent prior to registering to the I.L.P. New students are also required to take a placement test in order to be assigned for a course level corresponding to their language proficiency. Class attendance is required through all classes, because attendance is vitally important for an effective learning process. In addition, international students *must maintain visa status* by following student visa rules, including strict attendance rules. According to immigration laws and regulations, international students must attend at least 75% of all classes, complete all coursework, and make reasonable academic progress.

International students are only allowed a maximum of 6 absences per session whether they are excused or unexcused. Unexcused absences will have negative impact on students' final grades. To consider an absence as excused, students must provide official documentation, such as doctor's note or the like. Students must be *on time* for classes, unless there is a severe weather condition, e.g., snowstorm, otherwise they will be considered late if they arrive 6 minutes after the class commences. Students arriving 30 minutes late may not be permitted into the class until after the break. Also, being late 3 times equals 1 absence. Tardiness and absence will affect the attendance/participation grade, and the visa status, if applicable. International students with 4 *unexcused* absences will receive a *warning letter* from the school, and any further absences could cause the student to be put on *probation* for two to four months or be put out of status and the United States Citizenship and Immigration Services (USCIS) will be notified. Violation of any regulation of the United States Department of Homeland Security will also result in the loss of student visa status and subject the student to deportation.

Courses of the I.L.P. do not count toward graduation in any degree program, though diploma certificates and transcripts are issued to students upon request. Students will receive a letter grade after the completion of each course. Grades will be used to determine students' performance and eligibility of advancement to the subsequent course level (see Table 1). Students must achieve an overall average grade of more than 75% for the course total points in order to be promoted to the following course. The overall grade average percentage is the accumulative score of the students' class assignments, mid-term, and final exams. Oral and listening abilities of the students are assessed through class participation and/or oral presentations. Besides, students must show satisfactory level of proficiency in the five English skills (Reading, Writing, Listening, Speaking, and Grammar), or they may not pass.

Overall Grade Average	Letter Grade	Performance Evaluation
95-100 %	A+	Beyond exceptional skills
90-94 %	A	Exceptional skills
86-89%	B+	Superior skills
80-85 %	B	Very good skills
75-79 %	C+	Above average skills
0-74 %	R	Fail (Repeat)

Table 1: Grading Scale.

It is likely that some students will repeat a class giving the complexity of learning a new language. Repeating a class does not necessarily signify failure and carries no penalties, except for retaking the course, providing that the student tries to make academic progress during each session. According to USCIS regulations, international students who show slight or no academic progress may be considered as out of status. Failing the same level twice (2 times) would lead to dismissal of the program.

Program Structure/Course Sequence

Beginner	Level 1: Blended Speaking and Listening 1, Blended Reading and Writing 1, Applied Grammar 1
	Level 2: Blended Speaking and Listening 2, Blended Reading and Writing 2, Applied Grammar 2
Intermediate	Level 3: Blended Speaking and Listening 3, Blended Reading and Writing 3, Applied Grammar 3
Advanced	Level 4: Blended Speaking and Listening 4, Blended Reading and Writing 4, Applied Grammar 4
	Level 5: Blended Speaking and Listening 5, Blended Reading and Writing 5, Applied Grammar 5

Elective Courses	TOEFL® / IELTS Preparation (Full Course/ Half Course)
	Preparation On Demand (ACCUPLACER, MELAB, PTE, GMAT, GRE)
	Advanced Academic Writing and Speaking (College-Bridge)
	Advanced Research Writing (College-Bridge)
	Advanced Oral Communication (College-Bridge)
	Accent Reduction
	English For-Specific Purposes

Table 2: Program structure and elective courses.

Placement tests are required after registering for the I.L.P. Students start with a course sequence based on their placement test score. As students have successfully fulfilled the coursework requirements of their current level, they pass to the following level in the sequence. To ensure that students are fully prepared for the next level, they generally follow the sequence of the courses. However, some exceptions to the course sequence can be made should the student has

demonstrated mastery of skills required for the intended level. Exceptions to the course sequence can only be made at the discretion of the program director.

Once students complete the intermediate or advanced levels, they qualify to register for any of the elective courses. For the test preparation courses, a pool of practice questions and full-simulated exams are infused to replicate the official testing setting and assist students attain higher scores in the actual exam. Elective courses are contingent on course availability and sufficient enrollment.

Length of Program

The I.L.P. offers six instructional terms each year; each term is eight weeks long except the summer term, which runs for four weeks only. Students are not required to attend the five levels to successfully complete the I.L.P. The I.L.P. Calendar can be found on:

<http://www.ala-edge.com/course-schedule>

Hours of Study

The I.L.P. classes meet five days a week: Monday, Tuesday, Wednesday, and Thursday for in-class instruction and activities, while Friday is generally designated for learning through gaming and extracurricular activities. Students attend 5 hours of class instruction on Monday through Thursday. On Fridays, students must attend 2 to 3 hours during which they are engaged in objective gaming, field trips, involvement in diverse public community events or other extracellular activities. These activities accelerate the language acquisition and enrich the students' communication and social skills.

School/Classroom Rules

Any student who violates any of the program's rules and policies will receive a warning letter from the program director; a copy of the warning letter will be saved in the student's file. However, if violations become severe, the student will be dismissed from the program and his/her student visa will be put out of status.

Students are also expected to treat each other, as well as the teacher, with respect both inside and outside the classroom. Any student who violates this will be asked to leave the classroom and/or receive a misconduct warning. Students are required to speak only in English in the classroom, and are strongly encouraged to do so during breaks. Any student who speaks other than English in the classroom will be given a warning for violating the English-Only policy. If required, students may ask for a translator from Davis College's Students Services.

Extracurricular Activities

Field trips and picnics will maybe be held during some Fridays or weekends for students who are interested to participate. Such activities usually last about two to three hours. One or two teachers or staff members would lead the group. Various social events can also be hosted, either

at the school or in nearby locations. Students are encouraged to take advantage of all offered extracurricular activities to apply their language skills while experiencing the American culture.

Transcript/Certificate of Completion

Transcripts are given to the students after they complete any level in the I.L.P. If requested, certificates of completion can be issued to students who have successfully completed any level of the program. Processing requests of transcripts or certificates of completion can take up to one business week. Upon completing level 5 of the I.L.P., the student will be awarded their I.L.P. diploma and may attend the graduation ceremony at the end of the academic year.

Faculty Credentials

Our faculty members are dynamic, experienced, and highly professional. They have passion to teach English for non-native speakers while being culturally sensitive, compassionate, and student-centered. They love to work with international students and have constructive interactions with them. Our instructors' ultimate goal is to help the students reach their academic goals as well as to make a positive impact on their language learning experience.

General Tips to Our Students

Language acquisition is affected by numerous factors, including:

- *Motivation of the student to experiment with the language;*
- *Student's self-confidence;*
- *Language exposure to native speakers;*
- *Emphasis on language accuracy and not only proficiency; and*
- *Range of vocabulary acquired by the student.*

We highly urge the students to actively participate in various reinforcement activities. We strongly believe that these activities are vitally important so the students can apply new language skills in authentic settings. Such activities provide challenge to students, especially those who are reluctant to participate in class. Various workbook activities are also part of the I.L.P. extracurricular activities to enrich the students' applied knowledge.

In addition, students are encouraged to spend some time after school speaking ONLY IN ENGLISH with their classmates, especially students who do not speak their language. Students should also attend the school's field trips, fairs, and picnics, and get to know students from other classes. It is also recommended to seek a weekend conversation exchange partner and visit local attractions in the area, such as museums, outdoor exhibitions, concert halls, theaters, and sporting arenas. Some of these attractions are free or inexpensive. Students may speak with the Program Director Student Services Coordinator to inquire about available social or recreational activities.

Students are highly encouraged to make full use of the student library and enjoy reading at the student lounge. If a student would like to borrow a book, he/she can speak with the librarian for

more details. Students should keep the lounge and all other premise areas clean, hazard-free, and reasonably quiet. Students should also refrain from opening the emergency exits and rather use the doors designated for exiting the building.

STUDENT HOUSING

Upon request and availability, students can be assigned to a homestay. This will help the students experience living with an American family and maximize their English language exposure. This service will also give the students more exposure to practice their English skills in actual settings. There is a fee for the housing placement service, which is on first come first served basis. According to American Homestay Network, the cost of homestay host in Toledo can run between \$650 and \$1,100 a month per student, depending on accommodation type, location, meals, transportation, etc.

We also have housing partners that offer apartments in the Toledo area relatively close to Davis College. Apartment rent varies based on different criteria, such as number of bedrooms, amenities, type of housing, etc. Some landlords offer month-to-month lease for additional fees.

For more information about our homestay and housing services, please contact the student advisor or the front desk personnel.

MEDICAL INSURANCE

Students must have an insurance policy that covers major illnesses during their stay in the United States. Students may purchase medical insurance through any reliable medical insurance provider. If students has a valid medical insurance from their home country with coverage in the United States, they must show a valid proof of that insurance. Students who are sponsored by their government or any other sponsor should also provide the school with a valid insurance. It is strongly recommended that the student carries the insurance card at all times.

For all serious emergencies, including police, fire, rescue, and medical, please dial 911. Never call 911 unless it is an emergency.

STUDENT VISA AND IMMIGRATION

Program Director and Designated School Officer (DSO) are available to help students maintain their student visa status by informing them of the current Department of Homeland Security (DHS) policies and updates. The program director can address all questions regarding attendance policies, change of status procedure, transfer policies, vacation policies, SEVIS system, etc. However, it is the students' responsibility to maintain the visa status at all times.

General Immigration Rules

Students must have their passports valid at all times. Students must inform the school DSO of any change of address within **ten** business days of the address change. Failing to do so is considered a violation of the Department of Homeland Security (DHS) regulations and may result in the loss of student status or deportation.

Attendance

The DHS requires regular attendance by all international students. If a student exceeds 4 absences (excused and/or unexcused), he/she will be given an absence warning letter. However, if the student exceeds 6 absences, the DHS must be notified of the reasons for the absences, with supporting official documentation, such as doctor's notes, police reports, family emergencies, etc. In addition, exceeding 6 absences may result in suspension or dismissal.

Change of Status

Tourist/visitor visa or any other type of visa can be changed to F-1 status (student visa), by applying to change of visa status. For more information, please contact the director of international affairs/DSO. Change of status application requires fees paid to the DHS. Change of status application is subject to refusal by the DHS.

Transfer Policy

After completing at least 1 session at the ILP (with good attendance and in good academic standing), F-1 students can transfer to another institution by providing the following: an official acceptance letter from the transfer-in institution stating the starting date, and a completed and signed transfer form. Students are not permitted to transfer to another institution after the first day of the first session.

Vacation Policy

After completing 3 consecutive sessions, F-1 students may request a vacation (excluding students on probation). F-1 students must fill the vacation request form and get the approval from the program director and DSO before starting the vacation. Emergency leaves of absence are possible, but are only valid for a maximum of **90** days. F-1 students will automatically be out of status if they exceed 90 days out of the United States, and must apply for reinstatement with DHS before returning to school. Please ask the director of international affairs/DSO for details regarding any other visas.

Visa Questions

It is vitally important that students remain informed of all the legal matters regarding their visas. Any misunderstanding could result in serious issues with their visa status. Therefore, it is very important for students to ask the DSO if they are not sure about anything related to their visas. The program director and DSO are available to explain any immigration and visa-related inquiries.

TUITIONS AND FEES

Tuitions and other applicable fees are listed on the table below:

Service	Tuition/Fee
I.L.P. (8-Week Session)	\$5,600
Test Prep. Courses	\$599 - \$1,499
Application Fee	\$100
Shipping Fee (FedEx)	\$95 (international shipping) \$50 (national shipping)
Health Insurance (8 weeks) (<i>Required</i> if no proof of insurance is rendered on the first day of the session)	\$140-\$350 (based on age and other factors)
Housing Placement Fee (Required only upon acceptance)	\$160
Airport Pick-up Service Fee (One way)	- Toledo Ohio Airport (TOL): \$50 - Detroit Metropolitan Airport (DTW): \$120

<p>Accommodation/Housing (Only estimates)</p>	<p>- Homestay: \$650 - \$850 (includes meals, utilities, and internet. Transportation is not included. To arrange for transportation, please speak to the director or student services)</p> <p>- Apartment: \$449 - \$895 (plus refundable security deposit of \$400; Typically for one year lease; 6-month lease maybe available for an additional fee)</p>
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Table 3: Tuitions and fees.

Withdrawal

The official withdrawal date is defined as the date the program director is notified of the withdrawal. Appropriate tuition charges will be calculated based on the official last date of attendance. For immigration records and documentation, the student must submit written withdraw note.

Refund Policy

Last date of enrollment in the program is within 1st Calendar Week: **75%**
 Last date of enrollment in the program is within 2nd Calendar Week: **50%**
 Last date of enrollment in the program is after the 2nd Calendar Week: **NO REFUND**

Tuition and other fees, except the application fee, are refundable if the application is not accepted or if the student is denied a student visa (with an official proof of the visa denial). All incurred charges, such as shipping or housing placement fees, will not be refunded. Tuition and fees paid for future sessions are refundable if not controlled by a multi-term agreement. In case the program or course has been cancelled subsequent to enrollment, paid tuition and refundable fees will be refunded. Refunds will be processed within 30 calendar days from the date of the written request for currently enrolled students, OR 30 days from the date of determination/termination if the student is no longer enrolled, whichever is applicable.

PROGRAM CALENDAR

- Session 1:** August 30 – October 22, 2021
- Session 2:** November 01 – December 24, 2021
- Session 3:** January 03 – February 25, 2022
- Session 4:** March 07 – April 29, 2022
- Session 5:** May 09 – July 01, 2022

- Summer (Optional for current students*):** July 11 – August 05, 2022

* Subject to course availability and sufficient enrollment requirement.

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If you have a question or need any assistance, please email us at info@ala-edge.com