



ILSC-San Francisco
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2016 Catalogue
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ABOUT ILSC-SAN FRANCISCO

ILSC- San Francisco is part of the ILSC Education Group, which offers diverse educational programs through their reputable Language Schools, Colleges, Teacher Training, Corporate Training and Continuing Education divisions, across 9 cities, and 4 countries around the world. The ILSC Education Group was established in Vancouver, BC, Canada, in 1991, and since then, has continually developed and refined its teaching methods, which have proven successful with thousands of students from all over the world.

ILSC-San Francisco was established in 2010, and specializes in English language training (through ILSC's Language Schools division).

ILSC-San Francisco is a private institution that is approved to operate in the State of California by the Bureau of Private and Postsecondary Education (BPPE).

ILSC-SAN FRANCISCO'S MISSION

To keep developing ILSC as one of the finest schools for language and career education where people have excellent and transformative learning and living experiences.

The Goals of ILSC – Language Schools are to:

1. Help students:
 - a. improve their language skills within the context of their needs and interests;
 - b. become self-directed lifelong learners;
 - c. enjoy, with confidence and ease, the process of learning;
 - d. empower themselves, as individuals and as communities, to actualize their potential;
 - e. develop an understanding of cross-cultural values, customs, cultures and sensitivities;
 - f. orient, adapt and integrate themselves into their country of study
2. Keep developing cutting edge student-centered programs and courses
3. Provide a warm and enjoyable learning and work environment
4. Keep developing a humanist people-caring community, where members treat each other with respect and dignity



ILSC-SAN FRANCISCO FACILITIES & LEARNING RESOURCES

Classrooms, Labs & Lounges

ILSC San Francisco is a fully integrated English instruction organization with thoroughly modern facilities. The school is equipped with 14 spacious classrooms, a computer lab, an internet kiosk area, and a student lounge. The computer lab offers free Internet access outside of class hours. The inviting student lounge provides students with access to free purified water, microwaves and vending machine. There are several bulletin boards on campus providing information about ILSC afterschool and weekend activities, travel, housing, employment, upcoming local events, etc.

State of the Art Technology

ILSC provides wireless internet access on campus. Get a password from the reception for wireless internet access if you bring your own lap top. Throughout the campus, ILSC provides state-of-the-art technology. If you encounter any difficulties or problems using ILSC facilities, please do not hesitate to speak to one of ILSC staff.

Book Rentals

You may borrow fiction, dictionaries, grammar and audio books. Audio books may be used through our listening laboratory facilities in the computer lab. Practice your English speaking skills with conversation tapes or audio books on tape. Ask the reception staff to find out how to borrow them.

Student Text Books

The materials fee includes comprehensive student text books for core English Foundation, English Communication, and English for Academic Purposes Courses. Text books are available for all 10 language levels and include an interactive online component where students can complete tests and practice exercises and monitor their progress. For other classes, students will receive hand outs and photocopies related to their course topic.

Student Identification Cards

During the first day orientation, you will be informed of the importance of carrying your ILSC Student ID card at all times. You will need to show this card if you would like to use the school computer lab during free time or to borrow books. This card displays your name, ILSC student number and date of birth. Student cards can be made at the reception at the following times: 9:00am -4:30pm Tuesday to Friday.

Around the School

ILSC is conveniently located in the Embarcadero Center, one of the largest malls in the Western United States. You can find over 100 restaurants, cafés, bakeries, and shops in the mall. There is also a five-screen cinema.

Recycling Blue Bin

ILSC does its best to act in a socially responsible manner and we ask the same of our students. There are recycling boxes for paper, and recycling bins for cans and glass on campus. Please use them! Carrying your own cup helps reduce waste.



Compost Green Bin

We accept all food, soiled paper, and plants in the green bin. Only plastics labeled "compostable" are accepted in the green bin.

Trash Black Bin

Everything that can't be recycled or compost will go in this bin:

Pyrex and light globes (wrapped), plastic bags, plastic plant pots, ice cream, margarine and yoghurt containers, rubbish, ceramics, nappies (empty and wrapped), food scraps, etc.

Smoking

ILSC CAMPUS AND THE EMBARCADERO CENTER ARE SMOKE-FREE ENVIRONMENTS.

IT IS AGAINST THE LAW TO SMOKE WITHIN 20 FEET OF ANY BUILDING DOORWAY OR ENTRANCE.



STUDENT SERVICES

STUDENT COUNSELORS

Our staff includes a team of Student Counselors who can help you. Throughout your studies, an individual counselor will support you in creating the academic, social, and cultural conditions for success, inside and outside of school. They are available for any questions and concerns regarding your experience in America.

REQUEST FOR ACADEMIC COUNSELING

If you are not satisfied with your program, you can speak with your teacher, your counselor or your Academic Director. We are here to help you!

New students who are not comfortable with their classes are recommended to try their classes for the first few days, and if not satisfied, to report to the Academic Coordinator on Thursday of their first week.

Continuing students are interviewed by teachers at the end of each session. Through the interviews, decisions are made about programs, courses, and levels for the following session. If this is not easily decided between teachers and students, the teachers will send the students with a 'Request for Academic Counseling' form to the Academic Coordinator (midweek of week 4). The forms are also available at the campus reception areas. The Academic Coordinator will talk with the students about their concern and try to help them find a solution.

SECURITY

If you, or a student you know, has been made to feel uncomfortable by a stranger, please report this immediately to an ILSC staff or a security guard in the building. This could involve a stranger asking for money, touching you inappropriately or threatening to take your property or to harm you in any way. You may be asked to provide a written statement of the incident for the police. Our goal is to ensure your safety.



EDUCATION
GROUP



www.ilsc.com

ACTIVITIES

At ILSC, we study hard and play hard

After School & Weekend Activities

Join our school activities available weekday afternoons and on the weekends. The Activities Calendar will notify you of activities such as sightseeing, bicycling, surfing, movie nights, trips to museums, baseball games and much more. The ILSC San Francisco Activities staff leads all of these events and for weekday afternoon activities, you pay only for your transportation and entrance fees.

Ongoing School Events

Throughout the school year, ILSC organizes events such as barbecues and parties. Our weekly announcements inform you of those events and anything else going on in the school.

EMPOWERING THROUGH EDUCATION

LANGUAGE SCHOOLS

COLLEGES

TEACHER TRAINING

CORPORATE TRAINING

CONTINUING EDUCATION

CANADA: VANCOUVER, TORONTO, MONTRÉAL USA: SAN FRANCISCO, NEW YORK AUSTRALIA: BRISBANE, SYDNEY INDIA: NEW DELHI



ACCOMMODATION HOMESTAY

Staying in a homestay will give you an excellent opportunity to practice your English conversation skills and experience American lifestyles. Our homestay families are located in great neighborhoods in and around the San Francisco Bay area. Your homestay family will be different from your own, so we ask you to be prepared to adjust to a new household routine, different food and new rules. You will become a member of the family! The information below will help you answer some of the questions you may have about your homestay. Our Homestay Coordinator will always be available to assist you whenever you have questions or want to talk about your homestay.

Homestay Placement Procedures

The Homestay Department takes great care in matching your application form with the appropriate homestay family. Every home is visited and checked to ensure that you will be happy and comfortable. If time permits, we ask you to write to the homestay family so they will know something about you before you arrive.

ALTERNATIVE ACCOMMODATION

For students who want to live independently, ILSC can also connect you with alternative accommodation options such as student dormitories, hotels, apartments and more. ILSC works with outside vendors and reviews accommodation partners to ensure they provide accommodations that are: conveniently located, competitively priced, responsive to student needs. ILSC cannot guarantee availability. Please check with us when you register. Refer to the fees section for pricing.



ILSC'S TEACHERS - QUALIFICATIONS

ILSC's teachers must have a University degree, a recognized teaching certificate and relevant teaching experience. All of our instructors are carefully selected for their ability to motivate and inspire. Many teachers have years of experience teaching with ILSC's student-centered methodology.

AREAS OF STUDY

ILSC-San Francisco offers General English training, and Specialized English Language programs.

General English Training:

Students taking General English can choose from a wide range of English courses, offered at various language levels.

Specialized English Language Training:

Students taking Specialized English programs are required to complete specific courses to achieve defined program objectives.



All class sessions are held in our campus at 1 Embarcadero Center, Lobby Level, San Francisco, California, 94111, USA.

COURSES AND PROGRAMS OFFERED AT ILSC-SAN FRANCISCO

ILSC offers a range of courses. You can take any combination you wish depending on your interests, goals, language level and schedule.

Most courses are offered at many different levels and last four weeks (one ILSC session). At the end of the four week session, your language level will be assessed. You can then choose new course and may move up a level in your current or new course.

In some course, students at multiple language levels are combined. This enables them to draw on the strengths and skills of others and advance through mentoring their peers.

All courses are 100 minutes long.

Courses offerings may vary depending on enrollment and student demand.

DESCRIPTION OF CORE PROGRAMS

Learning English at ILSC is an interactive adventure. Join us for **student-centered** classes and activities that demonstrate and encourage student-to-student and student-to-teacher collaborations. Explore a learning environment that will increase your confidence, help you relax, and fill you with joy as you meet new people and discover the United States!

Our focus is to help you strengthen aspects of the four basic English skills: speaking, listening, reading and writing. ILSC's combination and variety of teaching activities, including role-plays, small group work, language games, field trips, etc., and resources, (computers, magazines, videos) provides its students with a comprehensive education. Teachers will invite you to share your background, interests, and goals in order to make your learning experience at ILSC an incredible one!

COMMUNICATION COURSES

Assertiveness

Develop skills to confidently handle personal and business situations. A wide variety of speaking and action skills are presented and used in the classroom. Focus on developing fluency rather than on grammar correction or pronunciation difficulties unless they greatly interfere with communication. Develop new ways of expressing yourself in order to communicate clearly, make good choices, create realistic goals, and stand up for yourself in a positive way.

Conversation

Build confidence and improve fluency through daily practice, dialogues, role- plays and guided conversation.



Discussion Circle

Build new vocabulary and improve fluency through dynamic discussions on topics such as art, sports, psychology, food, science and technology.

English Communication

In the lower levels, you will learn to use the right words and phrases for everyday life. In the intermediate levels, you will learn to express ideas in diverse social situations and build vocabulary on a wide range of subjects through small group activities and lively classroom discussion. At the upper levels, you will refine expressive language skills, develop strategies for critical thought and improve use of complex language structure and sophisticated vocabulary in dynamic discussions on a variety of topics.

English Foundation

The English Foundation course focuses on the core languages skills you need to build a solid English foundation. These levels focus on developing communicative ability in English, including core listening, speaking, reading and writing with integrated grammar and vocabulary.

Listening

Build comprehension of spoken language by practicing listening activities taken from daily social and academic situations.

Pronunciation

Practice and refine all aspects of pronunciation: sound, intonation, stress and mechanics. At the upper level, develop fluent and comprehensible speech through identification and correction of specific pronunciation weaknesses through diagnostic testing, teacher feedback, peer evaluation and self-monitoring.

Public Speaking

Master the secrets of effective public speaking. Learn speech organization, delivery techniques and listening skills – an excellent way to push English skills to a higher level.

Tense Buster

Study grammar in an engaging context. You'll be introduced to key learning concepts through reading, writing and listening activities that include a variety of practice opportunities and end with a test so you can gauge your progress.

Vocabulary

Use and practice new vocabulary for a wide range of interesting and useful topics. You will expand your knowledge of everyday vocabulary, expressions and idioms, and develop strategies for learning new vocabulary.



ACADEMIC AND TEST PREPARATION COURSES

Academic Speaking and Listening

Students develop the speaking skills to participate effectively in academic classes and discussions, as well as to develop effective presentation skills.

Academic Writing

Academic Writing focuses on the skills needed to succeed in college, university or TAFE: essay writing, lecture comprehension, note taking, research and academic discussion skills.

English for Academic Purposes

Designed to help you pursue further academic studies in English, this course will strengthen your reading and writing skills. You'll improve your grammar usage and build your vocabulary by exploring academic topics.

Grammar

Improve your usage of standard English grammar.

IELTS (International English Language Testing System)

The IELTS Test is internationally recognized. Educational institutions and government agencies from over 120 countries trust the IELTS test as a valid indicator of ability to communicate in English.

The IELTS Preparation Program is designed for non-native speakers who would like to take the IELTS Exam. Our program begins with an initial IELTS practice test to assess students' abilities. The instructor then focuses on meeting each student's individual needs throughout the course. Students will regularly practice the different components of the test, focus on specific modules of the exam in-depth (listening, speaking, reading and writing) and also learn test-taking strategies.

Reading

Learn how to effectively skim and scan business and academic documents. You'll develop an understanding of plot, theme and character.

Study Skills Success

Master key skills to help you to be successful in a post-secondary program. Learn how to write in an academic voice, practice seminar language, do research, take good notes, describe visuals and develop academic vocabulary.

TOEFL® Preparation

Prepare to increase your score on the **Test of English as a Foreign Language™** through practice with the latest classroom and computer lab testing materials.

TOEFL® Speaking

Improve test scores on the Speaking section of the TOEFL® iBT exam, through extensive practice using



the latest testing materials in the classroom and in the computer lab. This course can be taken in combination with TOEFL® Preparation

Writing

Challenge yourself by practicing your writing daily, learning correct language structure and writing techniques for diverse genres and audiences. Learn the secrets of writing excellent essays.

BUSINESS ENGLISH COURSES

Business Culture

Develop English speaking, reading, writing, and listening skills and improve cross-cultural awareness. Students will study world business etiquette and learn how to employ humor in the workplace.

Business English

Practice speaking, listening, reading and writing in a business context. Topics include marketing, resumé writing, job interview techniques and effective telephone communication.

Business English for Management and Human Resources

This course is designed for students who are interested in learning and practicing business English as it relates to management and human resources. Utilizing a multi-skills approach, you will build a strong base of business vocabulary, increase listening comprehension, practice reading and writing skills through classroom and homework assignments and increase fluency through class conversation, debate and through the preparation of a class presentation. The course focuses on business management principles and human resources practices, and will help you improve your English macro-skills as well as business vocabulary.

Business Interview Skills

Improve your interview skills, in person, online and over the phone. At the beginning of the course, you will share your personal employment goals. The course will help you develop profession-specific English vocabulary based on the professional interests of the students. You will be videotaped and critiqued to improve your professional presentation, pronunciation and language skills.

Business Presentation Skills

Master the essentials of effective presentations, building confidence in the ability to organize and deliver a speech in English in front of a business audience.

Business Writing

Gain skills in written English communications, business proposals and writing for the web. Develop expertise in writing resumé, cover letters and reports.

English for Advertising Media

In this course, you will develop your language skills by reviewing, discussing and analyzing global TV



commercials and advertising trends. The primary focus of the class is commercial advertising production through writing, directing and filming a short TV commercial.

English for Marketing

In this course, students will develop the English skills needed in the exciting world of marketing. This course focuses on fundamental theories, concepts and hands-on practical experience.

International Business English

In the English for International Business Practices course, you will improve your English language skills through the subject of international business. Build your English skills by reading, writing, listening and speaking about international business topics such as marketing, finance, business law and international trade.

Listening for Professionals

Increase comprehension of business and academic English. Practice understanding spontaneous informal language as well as explanations of abstract and theoretical ideas.

CREATIVE AND CULTURAL ENGLISH COURSES

Creative English: Writing to Speaking

Expand spoken English skills from written ones through storytelling, descriptive conversation and writing techniques for different genres as well as informal and formal presentation skills.

English through Art

Explore the language of art, art critique and art production. Practice English through drawing, painting, sculpting, writing in a creative journal and visiting art exhibits around the city. No previous art experience is necessary.

English through Global Social Issues

This course is designed to develop students' English language skills through the study of global issues. Improve fluency and build vocabulary by exploring and discussing contemporary social issues. Topics reflect global concerns such as women's and children's rights, health care, religion and environmental issues.

English through San Francisco

Explore San Francisco's eclectic neighborhoods and most popular landmarks at the same time as you enhance your knowledge of everyday colloquial English to communicate more easily with native speakers outside the classroom. Informal language, including idioms, phrasal verbs and slang, will be taught in context for practical, real life situations.

English through Social Media

Develop your English writing, reading, listening and speaking skills while exploring the history of social



media and its various applications for business, politics and personal use. You will learn how social media is changing our world through examining case-studies, and participating in class discussions and a group project.

English through Yoga

In this course you will develop English listening skills as you learn to follow physical instructions accurately while mastering the vocabulary of anatomy and movement. You will also gain physical strength, flexibility and stress management skills.

International Current Events

Master the language of international affairs and keep pace with today's changing political climate. Practice English through debates on politics, economics and law. Instructional media for this course includes television, video and the Internet.

SPECIALTY PROGRAMS

University Pathway Program

Minimum required language level: None

Achieve your dream of earning a certificate or degree from a college or university in the USA. ILSC supports your learning journey from the moment you register. We can help you find the right college or university program to meet your goals, and help you apply. Once you arrive at ILSC or register for the program, you'll meet with an advisor to help you choose the right courses to support your learning and help you create a study timeline. Students who begin at the B1 to I2 level can choose from ILSC's wide variety of courses to improve their language skills. Once you reach the I3 level, you can begin taking the required courses for the University Pathway program and prepare to enter your chosen university or college.

Executive Business English

Minimum required language level: Intermediate 1

Increase the efficiency and effectiveness of your business communication skills. Explore current business issues and debate best business practices in dynamic group settings. Improve even faster in semi-private lessons with personalized curriculum designed to meet your learning needs and help you reach your language goals. In semi-private classes you will study with 1 instructor and up to 2 other students, allowing you to receive focused attention while learning with your peers.

TOEFL Mastery Program

Minimum required language level: Intermediate 2

Learn the secrets of the TOEFL test and improve your score in a learner-centered environment. Capitalize on your strengths and identify your weaknesses for best performance during the test. Boost your confidence on test day by taking mock exams in class and receiving intensive feedback from your instructor. Students in the TOEFL Mastery program are guaranteed to reach iBT 70 or higher by the end of their program (the number of weeks required to meet the guarantee varies depending on the students' starting level).

Volunteer Experience Program

Minimum required language level: Intermediate 2

The program pairs full-time or full-time intensive English study with unpaid volunteering in an American



Non-Profit or Non-Governmental Organization (NGO). This model of enriched education combines English language studies with volunteer experience in an industry that matches your skills and interests. In the Volunteer Experience Program, you will volunteer with some of the most socially-forward, dynamic and innovative American NGOs, putting your language skills to work to support important causes like environmental conservation, community service and animal protection.

Counselor in Training Program Minimum required language level: Intermediate 3
ILSC's Counselor in Training Program is a leadership development program for enthusiastic youth aged 18–21 who want to become junior leaders. Participants will shadow current Junior Program staff as they lead a variety of extracurricular activities. The 7 – 9 week program contains one week of counseling and leadership skills, and training on activities. CITs will receive ongoing evaluations and guidance throughout the program.

Junior Language Adventure Program Minimum required language level: None
Learn, play live and explore with ILSC's Junior Language Adventure Program. This program gives youth aged 13-17 the opportunity to experience language learning in a safe, fun and engaging atmosphere. Combine morning language lessons with exciting afternoon and weekend activities, and experience the unique culture of the country you're visiting by staying with a homestay family.

Customized Group Packages Minimum required language level: None
Share a study abroad language and cultural immersion experience together with your group of 10 or more. Package programs are available year round.

Tutoring in English Minimum required language level: None
Customize your language learning with private or semi-private tutoring tailored to your specific language learning needs. Add tutoring to your regular ILSC schedule to target weak skills, or take focused private instruction for particular language interests like Business, or other specialized English.

Continuing Education Minimum required language level: None
Build new language skills for your career, for personal development or just for fun.

More questions on specialty programs? Please ask one of the ILSC Student Counselors.



ACADEMIC INFORMATION

STUDENT EVALUATION AND ACADEMIC PROGRESS:

Your academic progress is important to us! ILSC teaches 11 levels of English. On your first day at ILSC, you will receive an Assessment Test (Reading/Writing/Listening/Speaking), which will help you to identify your level of proficiency. The Assessment Test will help you choose the appropriate classes. Our core courses (Academic and Test Preparation/ Communication and/or Business) are 70 hours per session (1 session = 20 days x 3.5 hours per day). Most students will complete an academic level within 8 - 12 weeks (anywhere between 140 - 210 classroom hours). A student's maximum cumulative total length of language training at ILSC-San Francisco will be no more than 36 months.

Remember that Authorized Breaks, Leaves of Absence, and Vacations may affect your progress and may lengthen the amount of time needed for you to move to a higher level of English.

- An *Authorized Break* is a postponement of studies that does not exceed 4 weeks and where the student does not forfeit any tuition. A student must have a valid visa and must have completed 12 weeks of study before they can request an Authorized Break.
- During a *Leave of Absence*, which is not to exceed 2 weeks, the student forfeits the tuition and the corresponding study time.

A cumulative measure of student progress (measured by performance in every class + overall performance) will result in either a letter grade (A, B, C) or a mark of "Unsatisfactory Academic Performance" (UAP). This grade is recorded on the Letter of Enrollment that students are to receive at the end of their studies. In order to obtain a Certificate of Completion at the end of their studies, students are required to have received both a minimum of an 80% for their overall attendance [F1 student visa holders may be reported to the Student and Exchange Visitor Program (SEVP) if their attendance does not meet this standard] and a minimum average of a C- for their overall class performance.

Throughout every 4-week session, teachers will assess and record your progress, help you choose classes at your level or a new level that suits your needs and interests, and will recommend more assistance and/or academic counseling as necessary.

There are three main ways that ILSC monitors your progress:

1. *Academic Performance*: All courses have specific assessment requirements that match the course objectives. Students must have good class participation and must successfully complete assessment tasks in order to maintain academic achievement. At the end of your course, your teacher (you must study at least 2 weeks with the same teacher) will record your academic performance on a Student Progress Report. Successful completion of the course means:
 - a. An overall grade of A, B or C
 - b. No more than one Did Not Complete (DNC)



Students performing below these standards will be asked to attend academic counseling with the Academic Program Director. Academic counseling will also be recommended to those students whose level of English does not improve within 3 sessions. Academic counseling allows both the academic team and the student to identify any challenges, resolve any problems, etc.

2. *Attendance:* Students must attend at least 80% of their course to receive their Student Progress Report. Students who have missed 3 classes will be referred to the Academic Program Director and/or their Student Counselor for counseling and a reminder of this policy.
3. *Personal Conduct:* ILSC Staff and Students treat each other with respect. To ensure a safe and comfortable study environment for everyone, students must follow the Student Contract and the Academic Integrity Policy. Students whose behavior does not meet these standards will be asked to attend counseling with their Student Counselor and/or the Academic Program Director.

Students that do not make satisfactory academic progress (for example, spending more than 12 weeks at the same academic level) will receive a warning. The warning process has two stages:

- First, students will meet with the Academic Program Director to create an academic improvement plan lasting one session (4 weeks) and designed to help them to complete the academic level. This may include a schedule of regular meetings with teachers, counselors, the Academic Program Director, etc.
- At a review at the end of the session, if the student fails to meet the objectives of the academic improvement plan and does not complete the level, the student's Counselor and the Academic Program Director will help the student to find a new learning environment that better suits their academic needs.

Students are able to appeal the determination that he or she is not meeting the Satisfactory Progress standards. To do this, they must write a letter to the Academic Program Director and the School Director at any time before the end of the 4-week probationary period that: (1) makes the appeal, (2) includes any documentation as appropriate, and (3) requests ILSC's decision within 1 week.

CERTIFICATE OF COMPLETION

When you finish your study time at ILSC you will receive a Certificate of Completion. The Certificate of Completion shows the length of time you have studied at the school and the highest level of courses you have successfully completed. To successfully complete your program and receive a certificate, your overall attendance must be at least 80% and you must fulfill the requirements for Satisfactory Academic Progress (S.A.P. on page 8).

ADMISSION REQUIREMENTS

ILSC accepts students 16 years of age and older. Students may begin at any language level; however, some programs and courses have specific English level requirements.



CREDIT FOR PRIOR LEARNING

All ILSC-San Francisco students take part in an assessment test prior to starting classes in order to be placed in courses at the appropriate language level. Since ILSC’s courses are not evaluated on a specific credit system, no system of credit transfer applies and ILSC does not grant credit for prior experiential learning.

ILSC APPLICATION CHECKLIST

Check in the appropriate box once complete	
Complete and sign the application form	
Submit your completed application form to ILSC–San Francisco by e-mail, fax or mail.	
Pay registration fee, accommodation registration fee*, and courier fee* by credit card, money order or check. (*if requested)	
If you are applying for an F1 visa and requesting an I-20, please submit the following documents in addition to the above:	
Include your financial proof of sufficient funds	
Include a copy of your passport.	

After the application is accepted, we will send you the I-20 and Letter of Acceptance, which will give you more information about your next steps.

FINANCIAL PROOF

If you require an I-20 form, you must submit financial proof showing that you have sufficient funds to meet the total tuition of your program plus \$1300/month for living accommodation. Please provide one of the following forms of proof.

- A current personal bank statement or letter from your bank
- A letter of support from your parents/sponsor stating that they will be responsible for your expenses during your stay, and a bank statement or letter verifying their financial ability to meet your expenses
- A letter guaranteeing financial support from a sponsoring organization
- A scholarship letter from your government

VISA

Please note that as a visitor/tourist, your total hours of study must be less than 18 hours per week. As a visitor/tourist the primary purpose of your stay/visit is traveling, study is considered as a supplemental reason of your stay in the U.S.

Students who apply for an F-1 Student Visa must register for a minimum of 4 weeks and study in a program that is more than 18 hours per weeks such as: Full-Time Intensive, Full-Time Plus AM or PM, or Full-Time PLUS Evening and must submit the additional documents as listed in the application check list in order for ILSC-San Francisco to issue an I-20 for them to secure their visa.

ILSC-San Francisco is able to issue I-20’s but does not offer additional visa services.



PAYMENT OF FEES

Registration fee, accommodation registration fee, and courier fee must be paid at the time of registration. The balance of fees, including full tuition and accommodation fees must be paid prior to your first day at ILSC.

START DATES

ILSC accepts new students every Monday, year round, except the last Monday of a session. If you start classes on the 2nd or 3rd Monday of a session, you may be placed in an ongoing class.

YOUR FIRST DAY

On your first day at ILSC, please arrive at 7:45 am. You will take the ILSC Placement Test (written and oral test) and choose your classes of interest. While an academic coordinator places you in classes that meet your interest and English level, an ILSC counselor will welcome you and provide important information that will help your studies at ILSC and life in San Francisco. Classes begin on Monday afternoon.

COURSE SELECTIONS

Each session, ILSC offers a variety of courses to choose from. In the fourth week of each session, students will discuss the courses they want to take in the coming session with their teachers. Students will be placed in the courses of their interest if their English level is appropriate for the courses. In case courses are not available, the head teacher will place students in the students' next choices.

ATTENDANCE

You are expected to attend class regularly. You must attend 80% of your classes each session, as part of the requirement to receive a credit for each course taken. 4 lates = 1 absence.

If you are absent and late for more than 20% of the course, you will not receive a credit for the course and your certificate will indicate your lack of sufficient attendance in that course.

If your overall attendance is above 80% you will receive a certificate of completion at the end of your program. If your overall attendance is below 80%, you will not receive a certificate.

If you are absent 3 times within a session, you will receive a written counseling recommendation slip from your teacher. You must visit our Academic Program Director or Counselor for counseling.

If your overall attendance falls below **80%** at any time, you will receive an official warning letter.

ENGLISH ONLY POLICY

In order to encourage the use of English, we have an English Only Policy in the school. This means that whenever you are in the school or participate in the class/school activities, you must speak English.



CANCELLATION AND REFUND POLICY

If the student has first signed a refund agreement with their agency, then the ILSC refund policy no longer applies and the agency's policy takes precedence.

To receive a refund of any portion of tuition fees, you must give ILSC notice that you intend to withdraw from the program in which you have enrolled. If your Study Permit or Visa is denied, or you cancel before your program start date, ILSC will retain the non-refundable Registration Fee and if applicable, the Accommodation Registration Fee. If you cancel after your program starts or are dismissed from ILSC for just cause after your program starts, you will be refunded the following proportion of your tuition fees:

- If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, (whichever is later): ILSC shall refund 100% of the amount paid for institutional charges, less the application fee and homestay placement fee, not to exceed two hundred and fifty dollars (\$250)
- If you have completed 60% or less of the period of attendance, ILSC shall refund 100% of unused tuition. Refunds will be based on recalculated weekly tuition rates according to total number of weeks actually studied.
- If you complete more than 60% of your program, ILSC shall NOT refund any portion of tuition.
- Change of schedules is considered the same as cancellation. For example, for a schedule change Full-Time Intensive (28 lessons/wk) to Full-Time PLUS AM (22 lessons/wk), you will have to cancel the whole program and re-apply for the Full-Time PLUS AM program. Monetary charges as indicated above will apply. Please note that you are NOT able to change schedules that lead to a status change unless you have first officially changed status in the U.S.

Specialty programs are not transferrable to core programs. If you change your program from a specialty program to a core program, you have to cancel the specialty program and re-apply for the core program. If you are eligible for a refund under the conditions above, you will receive the refund within 45 days of ILSC receiving notice of cancellation or ILSC's notice to you of dismissal.

* Program is defined as whatever length of time a student registers for.

DISPUTE RESOLUTION POLICY

ILSC encourages its students to talk freely about their lives and experiences in the school and in San Francisco. Comments about the school's program help everyone to learn and become better. Students should share any difficulties or challenges they are facing. The teachers, student counselors and school administrators are available to listen to and guide students. If a student has a difficulty with the school itself, which cannot be corrected through discussion, then the student can present his/her concern in writing to the school director, who will, in discussion and in writing, address and resolve the dispute.

AUTHORIZED BREAK & LEAVE OF ABSENCE

An **Authorized Break** is a postponement of studies which does not exceed four weeks and where the student does not forfeit any tuition. A student must have completed 12 weeks of Full-time Intensive or Full-time study before they can request an Authorized Break and the student must have a valid Visa that covers the extended period of study.



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ILSC–San Francisco

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A **Leave of Absence** may not exceed two weeks and the student forfeits the tuition and the corresponding study time.

If a student asks for an Authorized Break or a Leave of Absence, depending on seat availability, the student may not get placed in the same class when they return from their break.

DISMISSAL POLICY

If a student's behavior is deemed inappropriate by the school's standards, students will receive counseling. If inappropriate behavior continues after appropriate warnings, students will be expelled (depending on the severity of the situation, students may be expelled immediately without counseling). In addition, ILSC students must keep good attendance and attend at least 80% of their classes. They must speak only English when on school premises. If these expectations are not met, students will receive counseling. After appropriate warnings, students will be expelled.



FEES

Registration Fees	
Registration Fee	\$150 (non-refundable)
Textbook & Materials Fee	\$80 (for students studying 1 to 11 weeks)
	\$160 (for students studying 12-23 weeks)
	\$240 (for students studying 24+ weeks)

ILSC Fee Schedule Price per week

Length of Study (weeks)	REGULAR			PLUS	
	Full-Time* 20 lessons/week M-F: 9:00-12:30	Full-Time Intensive 28 lessons/week M-Th: 9:00-3:00 F: 9:00-12:30	Part-Time PM 18 lessons/week 18 lessons M-Th 1:20-5:10	Full-Time Plus 22 lessons/week (20 lessons M-F 9:00-12:30 plus 2 lessons of self-studies per week)	Full-Time Plus PM 22 lessons/week 18 lessons M-Th 1:20-5:10 plus 4 lessons of self-study per week Full-Time Plus Evening 22 lessons/week 18 lessons M-Th 3:10-5:10, 6:20-8:00 plus 4 lessons of self-study per week
1 – 11	350	440	150	395	190
12-23	350	410	150	360	190
24+	350	370	150	330	190

2016 SPECIALTY PROGRAM FEES

Program	Length of	Description	Start Dates	Cost
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<p>Junior Summer or Winter Program</p> <p><i>Please fill out the Junior Program Application Form</i></p>	<p>1–7 weeks (summer)</p> <p>1–4 weeks (winter)</p>	<p>Program for students 13–17 years of age English study plus activities</p>	<p>Summer Dates: June 27</p> <p>Winter Dates: Jan 04</p>	<p>1 week \$1,885 USD 2 weeks \$3,110 USD 3 weeks \$4,340 USD 4 weeks \$5,565 USD 5 weeks \$6,795 USD 6 weeks \$8,020 USD 7 weeks \$9,250 USD</p> <p><i>*Contact us for pricing for customized groups</i></p>
<p>Counselor in Training Program (CIT)</p>	<p>7-9 weeks</p>	<p>Leadership Training program for youth ages 18-21</p>	<p>June 27</p>	<p>7 weeks, \$5200 8 weeks, \$5925 9 weeks, \$6650</p>
<p>University Pathway Program</p>	<p>8 to 12 weeks (after passing Intermediate 4)</p>	<p>Acquire the skills necessary to be successful in a North American college or university</p>	<p>Session start dates</p>	<p>Full-Time Intensive fees</p>
<p>Executive Business English</p>	<p>4 weeks/ certificate 12 weeks/ diploma</p>	<p>Focus on Business English topics in group & semi-private lessons. Choose from 3 certificates: Executive Business English, Executive Marketing Certificate, or Executive Business Management Certificate. Complete all three and earn an Executive Business English Diploma</p>	<p>Session start dates</p>	<p>Full-Time Intensive (28 Lessons): \$1900 per certificate</p> <p>Full-Time (20 Lessons): \$1580 per certificate</p>



Volunteer Experience	Concurrent with study: volunteer hours vary depending on visa	Practice your English skills and get volunteer experience. Positions are skills-based or involve volunteering in the community	Session start dates	Placement fee: \$525
TOEFL Mastery with IBT 70+ GUARANTEE	8–16 weeks (depending on entry level)	Focused TOEFL exam preparation—score iBT 70 or higher, guaranteed! <i>(conditions apply)</i>	Session start dates	Full-Time or Full-Time Intensive fees

Private Tutoring is available for 4, 8, 24 or 36 lessons per week	Semi-Private Tutoring (3 on 1) \$40/ lesson	General Tutoring - Private \$65/ lesson	Business Tutoring / Executive English - Private \$75/ lesson
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ACCOMMODATION FEES	
Accommodation Registration Fee	\$100
Homestay	
Single room with Breakfast only (18 and older only)	\$ 280/ week (\$40/ night)
Single room with 2 meals/day (18 and older)	\$ 322/ week (\$46/ night)
Single room with 2 meals/day (Under 18 years old)	\$ 350/ week (\$50/ night)
*\$4/night high season supplement, applicable from Jun 26–Aug 20.	
Student Residence/Alternative Accommodation:	
Prices range between \$35 and \$100 per night based on student request and time of year. Please note that summer availability is limited. Contact ILSC for detailed options.	
Airport transfer:	
\$ 130 (one-way)	\$ 215 (two-way package)



About this Catalogue

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.

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

ILSC courses are non-credit bearing. State licensing (BPPE) requires that we include the following information in this enrollment agreement:

“The transferability of credits you earn at ILSC-San Francisco is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are 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 ILSC-San Francisco to determine if your certificate will transfer.”

Bankruptcy

ILSC-San Francisco has never filed for bankruptcy, nor does it have a pending bankruptcy.

Financial Aid

ILSC-San Francisco does not participate in federal and state financial aid programs. However, our state licensing agency (BPPE) requires that the following statement be printed in this catalogue:

“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.”

Student Records

All student records are retained on the premises for 5 years from the enrollment date.

ACCESS TO CUMULATIVE RECORDS

ILSC-San Francisco respects each student’s right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. To protect each student’s privacy the following policies and procedures have been established:

Upon enrollment, each student is provided and reviews a copy of ILSC-San Francisco’s Privacy Act release form.

After reviewing and agreeing to the terms of the release, the student signs and dates the form acknowledging their rights under agreement.

ILSC-San Francisco accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has reached eighteen years of age OR is attending an



institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Responsibility for the protection of the privacy of the student educational records rests primarily with the student services coordinator and the financial aid representative. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents such as tax forms
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975 to which the students have waived their right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
4. Education records containing information about more than one student; however, in such cases the institution must permit access to that part of the record which pertains only to the inquiring student.

There are exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1995, a publication of the American Association of College Registrars and Admissions Officer.

1. To school officials within the institution who have been determined by ILSC-San Francisco to have a legitimate interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff who directly relate to the administrative task of ILSC-San Francisco. A school official has a legitimate educational interest in the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of the student. When doubt is raised about an individual's 'need to know' or legitimate educational interest in having access to specific information, the issue shall be decided by the ILSC-San Francisco Director.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state of federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of ILSC-San Francisco
6. To accrediting organizations to carry out their accrediting functions.



7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, ILSC-San Francisco will grant equal access to the student's education records upon demonstration of dependency as described above.
8. To appropriate parties in a health or safety emergency subject to determination by the Director.
9. To personnel complying with a judicial order or lawfully issued subpoena provided that ILSC-San Francisco makes reasonable attempt to notify students in advance of compliance. NOTE: ILSC-San Francisco is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for law enforcement purpose, orders the college not to disclose the existence or contents of the subpoena.
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

ILSC-San Francisco will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students. ILSC-San Francisco will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in obtaining the information. The record may be reviewed by the eligible student.

ANNUAL NOTIFICATION OF FERPA RIGHTS

ILSC-San Francisco will give annual notice to current students of their rights under the Act. New students will receive their information and release form during their enrollment.

STUDENT RIGHTS AFTER CEASING ATTENDANCE OR GRADUATION

Students who have ceased attendance or have graduated from ILSC-San Francisco have the same FERPA rights as students that are currently attending, including the right to:

- a) Inspect their education records
- b) Appeal information found in education record
- c) Have their education record privacy protected by ILSC-San Francisco

PRIVACY RIGHTS OF DECEASED STUDENTS

The release of education records information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate for twenty five years following the death of a student.

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.

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.

Questions

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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 2535 Capitol Oaks Dr, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.



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Complaints

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.bppw.ca.gov).