



AOI COLLEGE
OF LANGUAGES
Uniting The World Through Languages

STUDENT CATALOG

2026



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1 ENROLLMENT AGREEMENT DISCLOSURE

AOI's official enrollment documents are provided in English. When English is not the applicant's primary language, AOI provides language assistance so that the applicant has an opportunity to review and understand the enrollment documents, including tuition and fees, cancellation and refund policies, and student responsibilities, before signing.

AOI provides an Enrollment Document Language Assistance Guide in Japanese, Portuguese, Chinese, Russian, and Spanish. Bilingual staff, conversational-English explanations, and translation tools may also be used when appropriate. Language-assistance materials are provided for reference and do not replace the official English enrollment documents.

2 ABOUT AOI COLLEGE OF LANGUAGES

2.1 AOI MISSION

The mission of AOI College of Languages is to provide intensive English language training to non-native English-speaking students in a culturally diverse and supportive environment.

2.2 AOI OBJECTIVES

- To create a student-centered learning environment where students are supported and guided.
- To promote an effective and efficient system for standardized student learning outcomes.
- To provide an educational setting that fosters an appreciation of American language and culture.
- To attract and retain faculty and staff that help to enhance the school's student-centered, academic approach.

2.3 AOI CORE VALUES

Student Success and Support

AOI is committed to supporting student learning, academic progress, communication skills, cultural adjustment, and individual educational goals in a supportive environment.

Educational Quality and Continuous Improvement

AOI maintains structured and effective English-language programs through curriculum review, assessment, instructional improvement, faculty support, and evaluation of student outcomes.

Cultural Diversity and Respect

AOI promotes a culturally diverse learning environment that encourages cross-cultural understanding, communication, inclusion, and mutual respect.

Integrity and Professionalism

AOI maintains fair, ethical, accurate, and professional practices in admissions, instruction, administration, student services, compliance, and institutional management.

3 GENERAL INFORMATION

3.1 Facility and Equipment

AOI College of Languages' primary facility is located at 3 Corporate Park, Suite 140, Irvine, California 92606. AOI also utilizes approved/shared-use instructional and faculty spaces in adjacent Suite 130 pursuant to its shared-use arrangement. Classes may be scheduled in either approved instructional space. The supplies and equipment that are available for use during instruction include the following:

- Six whiteboards
- Six LCD televisions or presentation displays
- One projector
- Two instructor computers
- Four student computer workstations
- Two printer/copier machines
- DVD/CD players
- HDMI connections
- Wireless screen-sharing capability
- Wi-Fi access
- Approved textbooks and supplemental instructional materials

3.2 Affiliations

AOI is affiliated with the Educational Testing Service (ETS) and administers the TOEIC® Test on its premises. AOI College of Languages is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). AOI is certified by the Student and Exchange Visitor Program to enroll eligible F-1 students (SEVP). AOI College of Languages is accredited by the Accrediting Council for Continuing Education and Training (ACCET).



3.3 Administrative Staff

AOI College of Languages maintains an administrative support team that assists students with admissions, registration, orientation, student services, school procedures, and general school-related questions. Staff members are familiar with the needs of international and domestic students and provide support to help students adjust to their new academic environment.

Name	Title
Yukari Aoi Johnston	Owner/CEO
Sean Wataru Nozaki	Quality Assurance/Director
Noah Johnston	CFO/PDSO
Carey Minnis	Administrative Director
Jie Liu	Admin. Assistant/Student Advisor/DSO
Shuto Habu	Admin. Assistant/ Student Advisor
Natalie Fowler	Student Advisor/ Substitute Instructor
Rachel Nellis	Academic Director/Instructor
Isabella Alcaraz	Academic Assistant / Instructor

3.4 Faculty

AOI instructors have strong English language proficiency, appropriate academic qualifications, and an understanding of cultural diversity in the classroom. Instructors hold bachelor's degrees or higher in related fields and many have completed, or are currently pursuing, graduate-level study or professional development related to teaching English as a Second Language. Faculty members provide instruction in a supportive, communicative, and intercultural classroom environment designed to help students improve their English language skills.

Name	Title
Rachel Nellis	Academic Director/Instructor
Isabella Alcaraz	Academic Assistant / Instructor
Matthew Butterworth	Instructor
Ievgeniia (Jane) Greene	Instructor
Khoa Nguyen	Instructor
Natalie Fowler	Student Advisor/ Substitute Instructor
Peter Muto	Substitute Instructor
Andrew Levy	Substitute Instructor

4 ADMISSIONS POLICY AND PROCEDURES

AOI College of Languages admits High School graduates who can benefit from English language instruction, as well as the following students:

4.1 Non F-1 Students

AOI accepts non-F1 students. All prospective students must submit the following to AOI by fax, mail, email or in person:

- Completed **AOI Application Form**
- \$180 non-refundable **Application Fee**

4.2 F-1 Students

AOI College of Languages is approved to issue the Form I-20 for F-1 student purposes. AOI does not provide visa or immigration legal services and does not guarantee visa approval, USCIS approval, transfer approval, or any other immigration outcome. AOI will verify student status and issue school documents to the extent permitted and required by law.

F-1 students must enroll in a minimum of one Term, or twelve (12) weeks. The admissions process and required documents vary depending on whether the student is applying as an Initial F-1 student, Transfer F-1 student, or Change of Status F-1 student.

Initial F-1 Students

Initial F-1 students are students applying from outside the United States who require a Form I-20 to apply for an F-1 visa at a U.S. Embassy or Consulate.

Initial F-1 students must submit the following to AOI by fax, mail, email, or in person:

- Completed AOI Application Form
- \$180 non-refundable Application Fee
- Copy of passport bio page with photo and information
- Financial Certification, such as a bank statement or proof of funds, in English
- Affidavit of Support, if applicable

Upon acceptance and receipt of all required documentation, the PDSO/DSO issues an Initial Form I-20 and Acceptance Letter to the student. After receiving the Form I-20, the student reviews the information on the Form I-20 for accuracy, pays the I-901 SEVIS fee, and applies for an F-1 visa at the appropriate U.S. Embassy or Consulate.

Transfer F-1 Students

Transfer F-1 students are students currently attending another SEVP-certified school in the

United States who wish to transfer their SEVIS record to AOI College of Languages.

Transfer F-1 students must submit the following to AOI by fax, mail, email, or in person:

- Completed AOI Application Form
- \$180 non-refundable Application Fee
- Copy of passport bio page with photo and information
- Copy of current Form I-20
- Copy of F-1 visa or Form I-797, if applicable
- Copy of Form I-94 (www.cbp.gov/i94)
- Financial Certification, such as a bank statement or proof of funds, in English
- Affidavit of Support, if applicable
- AOI Transfer Form, completed by the student and the student's current school

Upon acceptance and receipt of all required documentation, AOI issues a transfer acceptance letter and transfer form. After the student's SEVIS record is released to AOI, the PDSO/DSO reviews the SEVIS record and issues a transfer-pending Form I-20 in accordance with SEVP requirements.

Change of Status F-1 Students

Change of Status applicants are students currently in the United States under another nonimmigrant status who wish to change status to F-1.

Change of Status applicants must submit the following to AOI by fax, mail, email, or in person:

- Completed AOI Application Form
- \$180 non-refundable Application Fee
- Copy of passport bio page with photo and information
- Copy of visa, if applicable
- Copy of Form I-94 (www.cbp.gov/i94)
- Financial Certification, such as a bank statement or proof of funds, in English
- Affidavit of Support, if applicable

Upon acceptance and receipt of all required documentation, AOI College of Languages will issue an Initial Form I-20 for Change of Status purposes. AOI does not provide legal or immigration services and does not guarantee USCIS approval.

Students are advised to consult an immigration attorney or qualified immigration professional regarding the Change of Status application process with USCIS.

Financial Certification Requirements

The balance of the financial certification or bank statement for an F-1 student should be at

minimum:

- \$5,100 for 1 Term, or twelve (12) weeks
- \$10,200 for 2 Terms
- \$15,300 for 3 Terms
- \$20,400 for 4 Terms

F-1 students with family members who might accompany them on an F-2 dependent visa must also provide financial documentation showing the ability to pay for the living expenses of their dependents. In addition to the student's required balance, the balance for each F-2 dependent should be at minimum:

- \$600 for 1 Term, or twelve (12) weeks
- \$1,200 for 2 Terms
- \$1,800 for 3 Terms
- \$2,400 for 4 Terms

If the Financial Certification or bank statement is not in the F-1 student's name, an Affidavit of Support or Letter of Support from the parent, sponsor, or financial supporter is required. The sponsor must confirm that they will be responsible for the student's expenses, and dependent expenses if applicable, during the student's stay.

The signatory on the Affidavit of Support or Letter of Support and the name on the financial certification or bank statement must match.

Registration Requirements

During registration, all students must sign the following documents:

- Enrollment Agreement
- School Performance Fact Sheet
- Field Trip and School Event Release from Liability Form

During registration, F-1 students must also provide copies of the following immigration documents, as applicable:

- Form I-94
- Form I-20
- F-1 visa
- Passport identification page

Upon registering, all students:

- Receive an AOI College of Languages Student Catalog
- Take a Placement Test

- Attend New Student Orientation

Applicants outside the United States are strongly advised to apply three to four months before the class starting date to allow time for possible visa processing delays.

New Student Orientation covers AOI's programs, class schedules, attendance requirements, grading system, Satisfactory Academic Progress requirements, textbook expectations, placement and level-change procedures, student conduct, grievance procedures, vacation and leave-of-absence procedures, student services, school contact information, and applicable F-1 student responsibilities.

Students transferring to AOI from a four-year university may enroll in approved higher-level or specialized programs, including TOEFL Test Preparation, TOEIC Test Preparation, Business English, TEFL, American Culture and Conversation and American Culture and Life, provided that the student meets the applicable English proficiency requirement and receives academic placement approval.

4.2.1 GENERAL POLICY FOR F-1 STUDENTS

In addition to complying with all policies stated in this Student Catalog, F-1 students are responsible for maintaining their F-1 status and complying with applicable federal immigration requirements. Failure to maintain F-1 status may result in action on the student's SEVIS record, including termination.

F-1 students must:

- Maintain full-time enrollment in an approved program consisting of at least eighteen (18) clock hours of instruction per week, except during an approved vacation or DSO-authorized reduced course load.
- Complete reenrollment before the end of their current Enrollment Agreement unless they are completing their program, transferring to another institution, or otherwise approved by AOI.
- Report any change of residential address to AOI within ten (10) days and promptly report changes to their contact information, financial support, passport, immigration status, or dependent information.
- Not engage in unauthorized employment.
- Maintain a valid Form I-20 and notify an AOI PDSO/DSO at least thirty (30) days before the program end date if additional time is needed to complete the program.

4.2.2 EXITING THE SCHOOL AND TRANSFER-OUT POLICY FOR F-1 STUDENTS

An F-1 student who plans to complete their program, withdraw from AOI, or transfer to another institution must complete an AOI Request to Complete Form and submit it to the PDSO/DSO.

An F-1 student who wishes to transfer to another SEVP-certified institution must:

- Submit the completed AOI Request to Complete Form to the PDSO/DSO at least two (2) weeks before the requested transfer release date.
- Submit an acceptance letter and any required transfer form from the SEVP-certified institution to which the student intends to transfer.

After receiving the required documents, the PDSO/DSO will verify the student's enrollment and SEVIS status and release the student's SEVIS record to the transfer-in institution in accordance

with applicable SEVP requirements.

4.3 English as a Second Language

This institution offers English as Second Language (ESL) training.

4.4 English Proficiency Requirements

Students are placed into the appropriate level or program based on the English placement process. Standard ESL and Vacation English are offered from Level 1 / Beginning through Level 6 / High Advanced.

Some programs require a higher minimum English proficiency level because of the academic content and course objectives. Program-specific English proficiency requirements are listed in the individual program descriptions in Section 6.1.

4.5 Student Code of Conduct Policy

4.5.1 Personal Conduct

Students attending AOI are expected to act with courtesy and consideration toward instructors, staff, and other students and to observe proper decorum and basic tenets of social conduct.

The following are not acceptable forms of behavior:

- Any type of dishonesty, including: cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and the alteration or use of institution identification documents with the intent to commit fraud.
- Intentional disruption or obstruction of teaching, administrative, disciplinary, or other school activities.
- Physical or verbal abuse or harassment of any kind on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- Using, possessing, or distributing alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of federal, state or local law on AOI premises or at AOI-sponsored functions.

4.5.2 Classroom Conduct

At AOI, all enrolled students are expected to adhere to the following rules of conduct and behavior while in the classroom, in the office, interacting with fellow students, or interacting with faculty or staff:

- Speak English at all times while in class
- Not sleep, use cell phones, send text messages or use social media during class time
- Not engage in behaviors that distract other students from learning. Examples of such behaviors include talking while the instructor is talking or tending to personal grooming habits
- Actively participate in all class activities
- Arrive no later than 20 minutes after the beginning of class to receive attendance credit for that class period

- Be respectful by talking quietly in the hallways and not littering

4.6 Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress policies are cumulative, include all periods of attendance at the institution, and are applied consistently to all students attending similar programs. Students are informed of their academic progress and attendance standing through the student portal and/or school communication.

Standard Program

Each four (4)-week session is a self-contained unit with its own assessment procedure, including homework, written assignments, presentations, projects, weekly assessments, and participation. After twelve (12) weeks, students receive a final letter Term Grade, in which the session grades and Final Exam score are factored into the final grade. To monitor satisfactory academic progress, students are evaluated throughout each four (4)-week session using these assessment tools.

Vacation English

Vacation English is a short-term, non-F-1 English program with flexible enrollment dates and enrollment durations. Students may begin Vacation English on any Monday, except during holidays or scheduled school closures.

Because Vacation English students may enroll for different lengths of time, they are evaluated according to their actual enrollment duration rather than the fixed twelve (12)-week term structure used for F-1 programs. Vacation English students are not subject to SAP failure, academic probation, or dismissal under the F-1 SAP policy.

During the student's enrollment period, AOI monitors attendance, participation, academic engagement, coursework, and classroom progress to ensure that the student is benefiting from instruction. Grades and progress records reflect only the period in which the student was enrolled.

All Other Programs

Each four (4)-week session is a self-contained unit with its own assessment procedure, including homework, quizzes, presentations, written assignments, and a session exam administered at the end of each session. Upon completing the program, students receive a Final Letter Grade, which is a cumulation of all session grades during the program length. To monitor satisfactory academic progress, students are evaluated throughout each four (4)-week session using these assessment tools.

Standard Academic Progress Requirements

The following term-based SAP requirements apply to the Standard Program and other programs that follow AOI's fixed session or term structure. Vacation English students are evaluated according to their actual enrollment duration and are not subject to the same term-based SAP probation and dismissal structure described below.

To maintain satisfactory academic progress, a student must maintain:

- a minimum cumulative GPA of 2.0, or C, in each session; and

b. a minimum of 80% cumulative attendance in each session.

A student who does not satisfy these minimum requirements for academic progress will meet with the Academic Director, at which time one of the following will take place:

1. Student signs a Learning Plan

If the student's GPA at the end of a particular four (4)-week session is lower than the minimum 2.0, or C grade, the student will meet with the Academic Director to discuss and sign a Learning Plan. The Learning Plan identifies what the student needs to accomplish in order to reach and maintain satisfactory academic progress.

2. Student signs an Academic Probation Plan of Action

If one of the following situations takes place, the student will meet with the Academic Director to discuss and sign an Academic Probation Plan of Action:

a. the student's GPA falls below the minimum 2.0, or C grade, and the student's attendance is less than 80% at the end of a particular session; or

b. the student has met with the Academic Director and signed a Learning Plan but has subsequently not reached and/or maintained SAP for two consecutive four (4)-week sessions.

The Academic Probation Plan of Action identifies the elements that need to be improved or accomplished by the student in order to reach and maintain SAP. A student's F-1 visa remains active while on probation.

Should the student be on Academic Probation and fail to reach Satisfactory Academic Progress for three (3) consecutive four (4)-week sessions, AOI will terminate that student's enrollment. For students holding F-1 visas, this change of status will be entered into the student's SEVIS record, and the information provided to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

A student's maximum cumulative total length of language training cannot be more than 36 months.

4.6.1 Consecutive Non-Attendance Policy:

If a student fails to attend class for five (5) consecutive days without providing notice to AOI, a warning notice will be e-mailed to the student and a phone call will be made to the student. If the student fails to attend within five (5) academic days of the notice being sent or the phone call being placed, AOI will terminate the student's enrollment when they reach the maximum of ten (10) consecutive calendar days of absence. For students holding F-1 visas, this change of status will be entered into the student's SEVIS record, and the information made available to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

4.6.2 Appeals

A student may submit a written appeal of termination under this Satisfactory Academic Progress

Policy within five (5) calendar days of receipt of the termination notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet the standards of satisfactory academic progress. The Academic Director will assess all appeals and determine whether the student may be permitted to continue in school in Secondary Probationary Status, despite not meeting the satisfactory progress requirements previously. The student will be sent the written decision within ten (10) business days of AOI College of Languages' receipt of the appeal. The decision by AOI College of Languages is final. Students reinstated upon appeal are in Secondary Probationary Status for the following term, during which time they must meet the terms and conditions set out in AOI College of Languages' written decision to reinstate the student, including the steps required to complete the program successfully as laid out in the Academic Plan. A student's F-1 visa remains active while on Secondary Probation. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the terms of the Academic Plan are not met, the student will be administratively terminated. For students holding F-1 visas, the change of status will be entered into the student's SEVIS record, and the information provided to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

4.6.3 Certificate of Completion

Upon fulfilling all academic, attendance and financial requirements, the student will be given a certificate displaying the dates of attendance and the highest level of English completed. If that student is unavailable to receive their certificate, AOI will keep the certificate in their student file for no less than three years.

5 STUDENT SERVICES

AOI College of Languages provides student services designed to support students' academic progress, personal adjustment, cultural experience, and overall success while enrolled at the institution.

5.1 Student Advising

AOI Student Advisors assist students with general school procedures, enrollment matters, transfer-in and transfer-out procedures, academic goals, class placement, level changes, program changes, attendance concerns, Satisfactory Academic Progress requirements, and adjustment to school life. Students who need additional academic assistance may speak with their instructors, Student Advisors, or the Academic Director. Depending on the student's needs, AOI may provide instructor feedback, academic advising, progress-monitoring meetings, additional study recommendations, a Student Learning Plan, an Academic Probation Plan of Action, or other appropriate academic support. The PDSO and DSOs are available to assist F-1 students with school-related Form I-20 and SEVIS matters, including I-20 updates, transfer procedures, vacation, leave of absence, address and contact information updates, program changes, and other responsibilities related to maintaining student status. AOI provides school-related information and assistance only. AOI does not provide legal services, immigration legal advice, or guarantees regarding visas, Change of Status applications, transfers, employment authorization, or other immigration outcomes.

5.2 Free Wi-Fi

AOI provides free Wi-Fi access to enrolled students for educational and personal use. Students may request the current Wi-Fi network information from the Admissions Staff or front office. Students must use AOI's internet access responsibly and in accordance with institutional policies, applicable laws, copyright requirements, and appropriate standards of conduct.

5.3 Accommodation

AOI does not own or operate dormitories or other student housing facilities and does not provide housing-placement services. AOI may provide students with general information regarding housing options and estimated housing costs in the local area. AOI estimates that housing near the campus may cost approximately \$1,400 to \$1,500 per month; however, actual costs vary depending on location, room type, lease terms, utilities, availability, and other factors. Students are responsible for locating, selecting, securing, paying for, and maintaining their own housing arrangements. AOI is not a party to any rental agreement or housing contract entered into by a student.

5.4 Activities

AOI College of Languages organizes events and activities designed to help students adjust to life in Southern California, develop a greater understanding of American culture, practice English outside the classroom, and interact with fellow students, instructors, and staff. AOI holds a minimum of four student activities per year. Activities may include beginning- or end-of-session events, international potlucks, barbecues, beach days, bowling, park events, cultural events, and other educational or social activities. AOI communicates upcoming activities through its official website, social media channels, direct student announcements, classroom communications, school postings, and a monthly calendar displayed near the front office.

5.4.1 Cultural and Social Fieldtrips

AOI instructors and staff may organize educational, cultural, and social field trips throughout the year. Activities may include visits to pumpkin patches, civic locations, colleges and universities, community events, parks, beaches, museums, and other locations that support cultural awareness and practical English-language use. Participation requirements, schedules, transportation information, costs, and any required release forms will be communicated to students before each activity.

5.4.2 AOI Parties and Potlucks

AOI hosts holiday parties, cultural celebrations, and potlucks throughout the year. These activities provide students with opportunities to interact with classmates, instructors, and staff while learning about American holidays and the cultural traditions of other students. Students may be invited to bring food or cultural dishes to share. Participation in parties and potlucks is voluntary unless the activity is identified as part of a scheduled class or educational activity.

5.5 Public Library Information

Public libraries provide access to books, media, computers, internet services, study areas, educational programs, and other community resources. Students may apply for a library card and use library services in accordance with the rules and procedures of the applicable library. Students are responsible for returning borrowed materials on time and for complying with all library policies.

Public Library Near AOI's Campus:

Heritage Park Library

14361 Yale Avenue Irvine, California 92604

Phone: 949-724-4444

Hours of Operation: Monday through Thursday: 10:00 a.m. to 8:00 p.m.

Friday through Sunday: 9:00 a.m. to 5:00 p.m.

Library locations, services, and hours may change. Students should confirm current information directly with the library before visiting.

5.6 Medical Care Information

In a life-threatening emergency, students should call 911 immediately. Hospital emergency rooms provide care for serious and life-threatening medical situations. For illnesses or injuries that are not life-threatening, students may consider contacting a physician or visiting an urgent-care facility. AOI does not provide medical treatment, medical advice, mental-health treatment, or clinical counseling. Students are responsible for selecting appropriate medical providers and for all medical expenses, insurance claims, deductibles, copayments, and other related costs.

Urgent Care Near AOI's Campus:

Hoag Urgent Care — Irvine Woodbridge

4900 Barranca Parkway, Suite 103 Irvine, California 92604

Phone: 949-791-3106

Hours of Operation: Monday through Friday: 8:00 a.m. to 8:00 p.m. |

Saturday and Sunday: 8:00 a.m. to 5:00 p.m.

Medical-provider information and hours may change. Students should contact the provider or review its official information before visiting.

5.7 One-Day Visit Policy

Prospective students interested in enrolling at AOI are welcome to partake in a complimentary one-day visit. One-day visits are offered to prospective students so they can experience the classroom first-hand, get a feel for the academic and social environment, and help them decide if AOI is a good fit. To get started, students must notify the reception office and complete a one-day visit slip. Following this, AOI staff will review the one-day visit slip and the student is then expected to meet briefly with the Academic Director to determine the most suitable class to observe. Once approved, the prospective student will be granted permission to attend the level-appropriate class then or at a later date, and the student will hand the one-day visit slip to the teacher. Grades and attendance are not applicable for one-day visits, nor are signed agreements required. Student information will be recorded digitally. Prospective students on a one-day visit are encouraged to

fully participate and attend all four periods in a class. One-day visits are available Monday – Thursday.

5.8 Health Insurance Information

AOI provides students with general information regarding the availability of health insurance options for international students. AOI does not require students to purchase a particular health insurance plan and does not sell, select, endorse, or manage health insurance coverage. Students are responsible for reviewing available options, selecting a plan, purchasing coverage, understanding the terms and exclusions of the selected plan, and maintaining their own health insurance if they choose to obtain coverage. Health insurance information may be provided during orientation, student advising, or upon student request.

5.9 General Administrative Support

AOI provides general administrative assistance to students during their enrollment. This may include assistance with enrollment-verification letters, transcripts, certificates of completion, official document requests, school forms, payment questions, schedule questions, and communication with the appropriate institutional department. Students may contact AOI staff by email, telephone, or in person when they need assistance or clarification regarding school procedures or available student services.

6 PROGRAMS

We recognize that our students come from diverse cultures and academic backgrounds and that every student has different strengths and weaknesses, focuses and needs. Consequently, our ESL classes are designed to teach English as well as familiarize students with American culture in a communicative and friendly classroom environment.

6.1 Program Descriptions

AOI College of Languages is an IEP (Intensive English Program) which offers instruction in the field of English as a Second Language (ESL) to non-native speakers of English at all levels of ability. AOI offers six levels of English language ability. New students take a Placement Test upon arrival and are placed in the level that best reflects their abilities based on the score they received for that test. The following programs are designed to meet the needs and educational goals of our students:

6.1.1 Standard Program (Levels 1-6)

| 1,296 hours (216 hours per level)

The Standard program provides students with instruction in Listening, Speaking, Reading, Writing, and Grammar. Students learn how to communicate in English accurately while engaging in level-appropriate activities designed to help them increase their English language comprehension and fluency. This program contains 18 hours of instruction per week. The Standard Program is made up of six levels: Level 1 (Beginner), Level 2 (High Beginner), Level 3 (Low Intermediate), Level 4 (High Intermediate), Level 5 (Advanced), and Level 6 (High Advanced).

6.1.2 American Culture and Conversation

| 216 hours

The American Culture and Conversation program emphasizes communication fluency. The classes that make up this program – Pronunciation, Slang/Idioms and American Culture – help students improve their speaking and listening skills while providing insight into the customs and culture of the United States. This program is available to students who test into/reach level 3 (Low Intermediate) or higher. It offers a total of 18 hours per week of instruction.

6.1.3 American Culture and Life

| 648 hours

The American Culture and Life program develops students' English-language skills through cultural and situational contexts related to life in the United States. Students develop a general understanding of the cultural, social, economic, and political forces that have shaped American society while improving vocabulary, idiomatic language, listening, speaking, reading, and discussion skills. Coursework addresses American customs, lifestyles, values, institutions, and everyday communication. Placement in Level 3, Low Intermediate, or higher is generally required unless otherwise approved by the Academic Director. The program provides 18 hours of instruction per week for 36 weeks, totaling 648 clock hours.

6.1.4 TEFL

| 216 hours

The TEFL (Teaching English as a Foreign Language) program provides students with a comprehensive methodology for teaching English as a Foreign Language, as well as giving them hands-on teaching practice. Students gain a thorough understanding of EFL/ESL teaching techniques and a sound knowledge of the communicative approach to teaching reading, writing, speaking, and listening skills to ESL learners. Placement in level 4 (High-Intermediate) or above is required to take this course, unless on the approval of the Academic Director, which offers a total of 18 hours per week of instruction.

6.1.5 Test of English for International Communication (TOEIC) Test Preparation

| 216 hours

The TOEIC test preparation program provides students with key skills and strategies which help them maximize their test-taking potential. This program uses up-to-date material and practice tests in order to improve test scores and allow students to fulfill their career goals. Placement in level 4 (High Intermediate) or higher is required for this course unless on the approval of the Academic Director, which offers a total of 18 hours of instruction per week.

6.1.6 TOEFL

| 216 hours

The TOEFL (Test of English as a Foreign Language) test preparation program provides students with key skills and strategies to help them improve their test-taking performance. This program uses up-to-date materials and practice tests to help students improve their TOEFL scores and fulfill the requirements for admission to the college or university of their choice. Placement in Level 4 (High Intermediate) or higher is required for this course unless approval from the Academic Director is provided. The course offers a total of 18 hours of instruction per week.

6.1.7 Vacation English

| 1,260 hours (210 hours per level)

The Vacation English program provides students with instruction in Listening, Speaking, Reading, Writing, and Grammar. Students learn how to communicate in English accurately while engaging in level-appropriate activities designed to help them increase their English language comprehension and fluency. This program contains 17.5 hours of instruction per week. The Vacation English Program is made up of six levels: Level 1 (Beginner), Level 2 (High Beginner), Level 3 (Low Intermediate), Level 4 (High Intermediate), Level 5 (Advanced), and Level 6 (High Advanced). Vacation English is a short-term, non-F-1 English program with flexible enrollment dates and enrollment durations. Students may begin Vacation English on any Monday, except during holidays or scheduled school closures.

6.1.8 Business English

| 648 hours

The Business English course aims to equip students with the language skills and cultural understanding necessary to communicate confidently and effectively in English within professional and business settings. These settings may include meetings, presentations, emails, negotiations, and networking. Placement in level 3 (Low Intermediate) or higher is required for this course unless approval from the Academic Director is provided. The course offers a total of 18 hours of instruction per week.

7 ASSESSMENT AND GRADING POLICY

7.1 Grading

AOI College closely monitors attendance and grades to ensure quality of education.

Standard ESL / Vacation English

Session Grades are calculated at the end of each four (4)-week session for monitoring and early academic intervention purposes only.

Session Grades are based on:

- Participation
- Weekly Assessments
- Homework

The official letter Term Grade is calculated at the twelve (12)-week term and is a cumulation of Session A, B, and C grades, in accordance with the defined weighting system.

Term Grades are based on:

- Participation

- Weekly Assessments
- Homework
- Final Exam

A student who does not complete a full twelve (12)-week term, including the Final Exam requirement, will not receive a Term Grade for that term. Level completion is awarded only upon successful completion of a full term and a Final Exam.

For Vacation English students, grades and progress records are based on the student's actual enrollment duration. Vacation English students who complete a full twelve (12)-week level, including the Final Exam requirement, are evaluated under the same grading and level-completion requirements described above. Vacation English students who enroll for a shorter period may receive grades or progress records for the period in which they were enrolled rather than a Term Grade or level completion.

All Other Programs

Numeric Session Grades are calculated at the end of each four (4)-week session for progress monitoring and early academic intervention purposes only. Official letter grades are assigned at the end of each program.

Grading Scale

Grade	Explanation	Percentage	Grade Point
A	Excellent	90 – 100%	4
B	Good	80 – 89%	3
C	Satisfactory	70 – 79%	2
D	Needs Improvement	60 – 69%	1
F	Fail	0 – 59%	0
I	Incomplete	-	-
W	Withdraw	-	-

A student with a grade in the “A” range does outstanding classwork, shows remarkable initiative in completing coursework and learning activities, and demonstrates a high level of achievement.

A student with a grade in the “B” range does good classwork, shows moderate initiative in completing coursework and learning activities, and demonstrates above average achievement.

A student with a grade in the “C” range does mediocre classwork, shows average initiative in completing coursework and learning activities, and demonstrates average achievement.

A student with a grade in the “D” range does below satisfactory classwork, shows below average initiative in completing coursework and learning activities, and demonstrates below average achievement.

A student with a grade in the “F” range does incomplete classwork, shows little to no initiative in

completing coursework and learning activities, and demonstrates unacceptable achievement.

7.2 Moving up to the Next Level - Standard ESL / Vacation English

In order to advance to the next level of Standard ESL/Vacation English, a student must complete the Final Exam and meet the academic and attendance requirements for the full twelve (12)-week term to be awarded level completion, meaning that the student has maintained at minimum:

- An overall term GPA of 2.0 (or a “C” grade), and
- An overall attendance of 80%

Session Grades are based on:

- Participation
- Weekly Assessments
- Homework

Term Grades are based on:

- Participation
- Weekly Assessments
- Homework
- Final Exam

For Vacation English students, advancement to the next level applies when the student completes the applicable full twelve (12)-week level and Final Exam requirements. Short-term Vacation English enrollment may result in progress records for the enrolled period rather than advancement to the next level.

Completing a Program – All Other Programs

In order to complete a program, a student must maintain Satisfactory Academic Progress (SAP) for the full program length, meaning that the student has maintained at minimum:

- An overall term GPA of 2.0 (or a “C” grade), and
- An overall attendance of 80%

Session Grades are based on:

- Participation
- Weekly Assessments
- Homework

- Session Exam

7.3 Moving up Before Completing a Level - Initial or Continuing Students

A student who has not completed a level of Standard ESL/Vacation English but feels that they should be in a higher or lower level has three (3) days from the first day of attendance to request the move. If the student feels that they have been misplaced or the student would like to accelerate their level by moving up, they can sign the Change of Level/Class Request Form and meet the Academic Director for approval. Some students may be required to take a Level Skip Test depending on their past academic performance at AOI. If the student scores 70% or above, he/she will be approved by the Academic Director to change the class immediately. At this time, the Academic Assistant or Admin staff will adjust the student's class/level in the database.

If a student begins a Standard ESL/Vacation English term in Session B or Session C, the student may take the Final Exam provided attendance and coursework requirements are satisfied. If the student scores 80% or higher, AOI may, at the discretion of the Academic Director, recognize this result as equivalent to a Level Skip Test for advancement in the following term.

If a student wants to switch from one test-preparation program to another one, they must meet with the Academic Director to discuss his/her request. If the Academic Director determines that the student would benefit from changing the test preparation course, the student will be allowed to change their program of study. In such a case, the Academic Director must fill out the "Academic Advisement for Test Preparation" form prior to changing the program of study stating the reason for the change as well as the student's performance objectives and target scores.

Students should request a level or class change within the first three days of attendance. Requests submitted after the first three days will be considered only with the approval of the Academic Director. The Academic Director may require a placement review, instructor recommendation, Level Skip Test, or other academic assessment before approving the change.

7.4 Weighting of Grades

Standard ESL/Vacation English

The weighting of Session Grades for the Standard ESL and Vacation English programs is based on class Participation, Weekly Assessments, and Homework. Session Grades are weighted as follows:

Type of Assessment	Percentage
Homework	34%
Weekly Assessments	33%
Participation	33%

After twelve (12) weeks of study, students will receive a Term Grade. The weighting of the Term Grade is based on class Participation, Weekly Assessments, Homework, and the Final Exam. The Weekly Assessments, Homework, and Participation portions of the Term grade are a cumulation of Session A, B, and C grades. Term Grades are weighted as follows:

Type of Assessment	Percentage
Final Exam	40%
Weekly Assessments	20%
Homework	20%
Participation	20%

All Other Programs

The weighting of Session and Program Grades is standardized across all other programs and is based on class Participation, Weekly Assessments, Homework, and a Session Exam. Session Grades are weighted as follows:

Type of Assessment	Percentage
Session Exam	30%
Weekly Assessments	30%
Homework	20%
Participation	20%

7.5 Assessment

At AOI College of Languages, assessment has the clear and distinct purpose of supporting teaching and learning by identifying what students are capable of and their level of English knowledge, as well as assuring that they maintain satisfactory academic progress.

Students are assessed in the form of quizzes/other assignments, homework and Session or Final Exams. Class participation also counts towards the final grade. See AOI's Student Attendance Policy for more detailed attendance information.

Session grades are calculated by instructors at the end of each four (4)-week session and follow the weighted system defined in the section "Weighting of Grades." The instructors input the grades into the AmpEducator database.

Placement tests are given to each new student upon enrollment. Course-specific assessments such as weekly quizzes and final examinations are standardized and developed by the publishers of AOI's curriculum textbooks. In situations where instructors create their own assessment tools, those tools must be reviewed and approved by the Academic Director before being administered to students.

7.6 Make-up Work

Students are not allowed to make up class assignments, weekly quizzes, or attendance hours. However, students may make up Final Exams if they receive approval from the Academic Director to take the make-up exam within ten (10) days of the term Final exam date. Successful completion of the make-up Final exam is given full standing and credit in determining Satisfactory Academic Progress (SAP).

In cases where a student takes an approved Leave of Absence during Session C and is therefore unable to complete the Final Exam, the student may, upon returning to the same level, either (1) take the make-up Final Exam during Session A of the subsequent term, or (2) remain enrolled through Session C of that term in order to complete the Final Exam and fulfill course requirements.

7.7 Incomplete Course Grade (I)

Students who do not complete the required coursework for a given class will receive an incomplete grade ("I"), and will be required to either repeat the relevant four (4)-week session, or pass the Level-Skip Test for that session with at least 70% ("C" grade), demonstrating that they have a minimum mastery of the material needed to progress to the next level.

Students who begin their studies after the second Monday of any given four (4)-week session will receive an incomplete grade ("I") for that session. They will also be required to repeat that session or pass the Level-Skip Test for that session with at least 70% ("C" grade), demonstrating that they have a minimum mastery of the material needed before progressing to the next level.

A student whose Enrollment Agreement end date does not match the end date of the relevant four (4)-week session will receive an incomplete grade ("I") for that session. However, such a student will be considered as having completed his/her course of study, as defined by their Enrollment Agreement.

For Vacation English students, an incomplete grade is not automatically assigned solely because the student's start date or enrollment duration does not match the beginning or end of a four (4)-week session or twelve (12)-week term. Vacation English grades and progress records reflect the student's actual enrollment period.

7.8 Course Withdrawal (W)

A student who withdraws from a course will receive the symbol "W" (Withdrawal) for the relevant class or session.

7.9 Policy on Repeating Courses that are Completed Successfully

AOI students are permitted to repeat courses that are completed successfully only once.

Students may request to repeat courses that they have successfully completed **if they received a grade between 70%-75%**. In such a case, the student must meet with the Academic Director to discuss their request. If the Academic Director determines that the student would benefit from repeating the course, the student will be allowed to repeat the course one time. The Academic Director will then provide well-documented rationale for repeating the course in the student's Learning Plan.

7.9.1 Test-preparation Repeat Policy

Students may request to repeat test preparation courses that they have successfully completed if they need additional practice to reach a desired TOEFL, or TOEIC score. In such a case, the student must meet with the Academic Director to discuss his/her request. If the Academic Director determines that the student would benefit from repeating the test-preparation course, the student may repeat the applicable course one time, subject to Academic Director approval and continued eligibility under AOI's SAP and attendance policies. The Academic Director will then fill out the "Academic Advisement for Test Preparation" form stating the reason for repeating as well as the student's performance objectives and target scores.

7.9.2 Total score improvement required to repeat a TOEIC course:

CEFR Level	Total TOEIC Score (10–990)	Minimum total score improvement to be eligible to repeat
B1	550 - 784	30 points
B2	785 - 944	20 points
C1	945 or above	5 points

- A student who gets a total score corresponding to CEFR Level B1 on their diagnostic TOEIC test must get a total score on their final mock exam at the end of the term that is 30 points higher than their total score on the diagnostic test to be eligible to repeat the TOEIC course.
- A student who gets a total score corresponding to CEFR Level B2 on their diagnostic TOEIC test must get a total score on their final mock exam at the end of the term that is 20 points higher than their total score on the diagnostic test to be eligible to repeat the TOEIC course.
- A student who gets a total score corresponding to CEFR Level C1 on their diagnostic TOEIC test must get a total score on their final mock exam at the end of the term that is 5 points higher than their total score on the diagnostic test to be eligible to repeat the TOEIC course.

7.9.3 Total score improvement required to repeat a TOEFL course:

CEFR Level	Total TOEFL Score (0-120)	Minimum total score improvement to be eligible to repeat
B1	42 - 71	10 points
B2	72 - 94	5 points
C1 or above	95 or above	2 points

- A student who gets a total score corresponding to CEFR Level B1 on their diagnostic TOEFL test must get a total score on their final mock exam at the end of the term that is 10 points higher than their total score on their diagnostic test to be eligible to repeat the TOEFL course.
- A student who gets a total score corresponding to CEFR Level B2 on their diagnostic TOEFL test must get a total score on their final mock exam at the end of the term that is 5 points higher than their total score on their diagnostic test to be eligible to repeat the TOEFL course.
- A student who gets a total score corresponding to CEFR Level C1 on their diagnostic TOEFL test must get a total score on their final mock exam at the end of the term that is

2 points higher than their total score on their diagnostic test to be eligible to repeat the TOEFL course.

If a student fails to achieve the minimum required total score improvement on their final mock exam, the student must meet with the Academic Director to discuss their options. The Academic Director will decide if the student will benefit from repeating the test-preparation course or if they need to switch to one of the standard levels in order to improve their foundation. The Academic Director will then fill out the “Academic Advisement for Test Preparation” form for the student stating the decision and the reason for the decision made.

A test-preparation course may be repeated no more than one time. If a student repeating a test-preparation course fails to pass the program, the student will be terminated from the program.

7.10 Policy on Repeating Failed Courses

7.10.1 Standard Program

Students must retake a course deemed Unsatisfactory prior to progressing to the next level. Each three (3)-month course may be repeated only once. The student is expected to maintain Satisfactory Academic Progress in the repeated course and fulfill all requirements. If at any point a student repeating a course is not meeting Satisfactory Academic Progress, he or she will receive the following

1. 1st Written Warning (Academic Learning Plan)
2. 2nd written warning (Academic Probation)
3. Official Termination Letter

7.10.2 Test-preparation Programs (TOEFL / TOEIC)

If a student taking a test-preparation course fails to complete the course successfully, the student will meet with the Academic Director to discuss the situation and identify the reason(s) for failure and then sign a test-preparation advisement form, enumerating what the student needs to accomplish in order to reach and maintain Satisfactory Academic Progress. The student can repeat the test-preparation course only once. The student is expected to maintain Satisfactory Academic Progress while repeating a test-preparation course and fulfill all requirements. If at any point a student repeating a test-preparation course is not meeting Satisfactory Academic Progress, they will receive a Warning, followed by termination from the school if improvement is not documented.

7.11 Appeals

A student may petition any decision made in regards to their academic progress by submitting a written statement to the Academic Director within five (5) calendar days of the termination decision having been made. The appeal must describe the circumstances and reasons as to why the student’s academic record needs to change. The Academic Director will assess the petition. The student will be sent a written decision within ten (10) business days of AOI College of Languages’ receipt of the petition. The decision of the Academic Director is final and is the ultimate step in the appeals process.

8 PROGRAM COMPLETION/GRADUATION POLICY

AOI College has developed the following policy to define an Academic Program Completer and a Graduate for purposes of academic completion and Certificate of Completion eligibility:

An Academic Program **Completer** is defined as a student who has successfully completed the program or enrollment period contained in the student's signed Enrollment Agreement with a grade of "C" (70%) or better and a class attendance rate of 80% or higher during the applicable enrollment period.

A **Graduate** is defined as a student who successfully completes all applicable academic, attendance, assessment, and financial requirements for an approved AOI educational program or, for a level-based program, the applicable final program level.

1. All twelve (12) weeks of Level 6 (High Advanced)
2. All twelve (12) weeks of the TOEFL program
3. All twelve (12) weeks of the TEFL program
4. All twelve (12) weeks of American Culture and Conversation
5. All twelve (12) weeks of the TOEIC program
6. All thirty-six (36) weeks of American Culture and Life
7. All thirty-six (36) weeks of Business English

Upon successful completion of a student's academic program, the student is awarded a Certificate of Completion showing the dates of attendance and highest level achieved while at AOI.

9 STUDENT ATTENDANCE POLICY

9.1 Attendance Roster Procedure

AOI uses the AmpEducator system to manage digital attendance records, which automatically calculate tardies and absences according to AOI policy. The assigned Administrative Assistant works in coordination with the PDSO/DSO to create and maintain attendance rosters within the AmpEducator platform. Once rosters are set up, the Academic Director grants teachers access to their respective class attendance records. Faculty are responsible for entering daily attendance into the AmpEducator system throughout each four (4)-week session. Any changes or edits to attendance rosters must be communicated to the assigned Administrative Assistant by the PDSO/DSO.

9.2 Regular Attendance

AOI College of Languages considers attendance an essential component of its English Language programs. Students enrolled at AOI College of Languages make a commitment to participate fully in their education by attending classes and accounting for any absences. Students are expected to maintain at least 80% cumulative attendance in all their classes from the first day they begin taking classes at AOI until they graduate. A full day of instruction consists of at least four (4) class

periods and at most five (5) class periods, depending on the program any individual student chooses to enroll in. Instructors record attendance on a daily basis for every class period. There are no excused absences.

Students are informed of their progress in meeting the standards of Academic Progress and attendance via progress reports that are printed and distributed monthly.

9.3 Noncompliance with Attendance

Attendance is recorded daily by faculty. Faculty are responsible for inputting the daily attendance accurately each class day, and attendance records are entered and maintained in AmpEducator.

The Academic Director and administrative staff review attendance records on a weekly basis to monitor student attendance and ensure that records are complete and accurate.

A **First Attendance Warning Letter** is issued only when both of the following conditions are met:

1. The student's **session (4-week) attendance rate** falls below the required minimum of 80%; and
2. The student's **program cumulative attendance rate** also falls below 80%.

When both attendance rates are below 80%, the warning letter is emailed to the student or handed to the student in person. The student is then required to meet with the Administrative Assistant or Student Advisor to discuss the attendance concern, strategies for improvement, and the possible negative consequences of continued noncompliance, including additional warnings or possible termination from the program.

If the student's attendance improves and either the session attendance rate or the program cumulative attendance rate remains at or above 80%, a warning letter is not issued. However, attendance continues to be monitored throughout the program.

In subsequent sessions, if the student again falls below 80% in both the session attendance rate and the program cumulative attendance rate, another Attendance Warning Letter may be issued, and the attendance intervention process will begin again.

Continued Noncompliance with Attendance

If a student does not improve their attendance after receiving a First Attendance Warning Letter, AOI College of Languages will continue to monitor the student's attendance on both a session and cumulative program basis.

A **Second Attendance Warning Letter** is issued only when both of the following conditions are met for the future session:

1. The student's **session attendance rate** is below the required minimum of 80%; and
2. The student's **program cumulative attendance rate** is also below 80%.

When both attendance rates remain below 80% for the second consecutive session, the student will be issued a Second Attendance Warning Letter by email or in person. The student will be required to meet again with the Administrative Assistant or Student Advisor to review AOI's attendance policy, discuss the continued attendance concern, and address the consequences of ongoing noncompliance more seriously.

During this meeting, the student will be reminded that the Department of Homeland Security

requires all F-1 students to attend class regularly. The student will also be reminded that AOI College of Languages requires all students, regardless of visa status, to maintain a minimum of 80% cumulative attendance. The student must continue attending classes until their cumulative attendance rate reaches at least 80%.

The student will also be cautioned that continued disregard of AOI's attendance policy may result in termination of their Form I-20, if applicable, and dismissal from AOI College of Languages.

If, after receiving two official attendance warnings, the student continues not to comply with the attendance requirements and both the session attendance rate and program cumulative attendance rate remain below 80%, the student will receive an AOI Official Termination Letter. For F-1 students, the Form I-20 will be terminated, and the student will be dismissed from AOI College of Languages.

It is the student's responsibility to be in class on time and ready for instruction at the start of class and after scheduled breaks. Students who arrive to class within twenty (20) minutes after the beginning of the class will be marked as 'Tardy'. Students who are more than twenty (20) minutes late or leave more than twenty (20) minutes early will be marked absent for that class period. In addition, students who leave class more than twenty (20) minutes early will be marked 'Absent' for that class period. Three (3) 'Tardies' are equivalent to being 'Absent' for a one (1) hour class period.

9.4 Summary

Tardy = Arriving one (1) to twenty (20) minutes late or leaving within twenty (20) minutes before the class period ends. *Each tardy will result in a deduction of twenty (20) minutes from total class time attendance.

Absent = Arriving more than twenty (20) minutes late or leaving more than twenty (20) minutes before the class period ends. Each absence results in the loss of one (1) class-period attendance hour.

*Three (3) tardies are equivalent to one (1) class-period absence because three deductions of twenty (20) minutes equal sixty (60) minutes

9.5 Consecutive Non-Attendance Policy

If a student fails to attend class for five (5) consecutive days without providing notice to AOI, a warning notice will be e-mailed to the student and a phone call will be made to the student.

If the student fails to attend within five (5) academic days of the notice being sent or the phone call being placed, AOI will terminate the student's enrollment when they reach the maximum of ten (10) consecutive calendar days of absence. For students holding F-1 visas, this change of status will be entered into the student's SEVIS record, and the information made available to Immigration and Customs Enforcement and other Department of Homeland Security agencies.

10 STUDENT SUSPENSION/TERMINATION POLICY

AOI reserves the right to suspend, expel or terminate any student whose attendance, academic, or personal behavior does not comply with the school's standards, policies and regulations. The F-1 visa student, in addition, will be terminated from SEVIS if he/she fails to

meet attendance standards, as defined in the Student Attendance and Satisfactory Academic Progress Policies.

11 STUDENT GRIEVANCES POLICY

11.1 Grades and Student Records

Grades submitted by instructors after the completion of a four (4)-week session are considered final. If a student disagrees with a grade, that student must first address any such grade dispute with the relevant instructor.

If the student is dissatisfied with the instructor's resolution of the issue, he/she may submit a written statement concerning the issue to the Academic Director within five (5) calendar days of the decision having been made. The appeal must describe the circumstances and reasons as to why the student's academic record needs to change. The Academic Director will assess the petition. The student will be sent a written decision within ten (10) business days of AOI College of Language's receipt of the petition. The decision of the Academic Director is final and is the ultimate step in the appeals process.

11.2 Failure to Maintain SAP

Students whose enrollment is terminated for failure to maintain SAP may appeal the decision by observing the procedure found in the section entitled Satisfactory Academic Progress Policy.

11.3 Other Matters

For claims involving sexual harassment by a fellow student, instructor or staff member, the student must report his/her complaint to the Admin. Director, who will investigate and render a decision within ten (10) calendar days. If the student is not satisfied with the Admin Director's decision, the student has the right to file a complaint regarding the matter with the Bureau for Private Postsecondary Education (BPPE).

For all other matters, the student must report his/her complaint in writing to the Admin Director, who will notify the student of the school's decision within ten (10) business days. If the student is not satisfied with the school's decision, the student has the right to file a complaint regarding the matter with the Bureau for Private Postsecondary Education (BPPE).

11.4 Student Complaint and Grievance Posting

AOI College of Languages publishes student grievance and complaint information in this Student Catalog and posts complaint-related information in a clearly visible and accessible location at the school, including near the front desk/hallway area. The posted information includes BPPE complaint information, ACCET complaint procedure information, and AOI's Student Comment / Grievance Form QR code. Students may use these resources to address concerns or grievances with AOI and/or file a complaint with BPPE or ACCET, as applicable.

12 ACCESS AND RETENTION OF RECORDS POLICY

12.1 Access to Records

AOI College of Languages complies fully with all laws and government regulations regarding the collection, use, display, and distribution of student and employee records and information. Access to personal information is limited to those individuals whose information is produced or displayed, officials or agents of AOI, legitimate academic or business interest on a need to know basis, an organization or person authorized by the individual to receive the information, a legally authorized government entity or representative, or other circumstances in which AOI is legally compelled to provide access to personal information.

Hard-copy records of current students and staff at AOI are maintained in locked cabinets on site and electronic records for current and former students are uploaded and stored in the student database and on the cloud. These records are readily accessible to authorized employees (Director/PDSO, Admin. Director, Academic Director, Admin. Assistant) during business hours. The cabinets and offices in which these records are located remain locked when unattended in order to prevent unauthorized access. The key to the locked cabinets is in the Director/PDSO office and adds an extra layer of security and ensures that access to the physical records is restricted to the authorized personnel only. Access to the student database is password protected and restricted to the above-mentioned authorized personnel.

12.2 Transcripts

Copies of transcripts are kept in each student's file. Official transcripts can be ordered by individual students for \$20 to be ready same day for students who have attended in the last 3 years from the request date and 2 business days for older records. To order transcripts a student must fill out a Document Request Form, which is available from the Admissions Staff. The form must be submitted in person, through email, or via standard mail to the Admission Staff.

12.3 Privacy

AOI adheres to all state and federal laws concerning the use of personal information. As such, AOI is committed to the responsible use of personal information collected from and about students, faculty, staff, business partners and others who entrust this information to us. Such personal information includes any name or numbers (e.g. social security numbers and dates of birth) that may be used - alone or in conjunction with any other information - to identify a specific individual, or other personal information that could be used to cause financial or reputational harm to an individual. This policy applies to information that is collected by any means whether electronically, by telephone, or on paper. AOI forbids access to all such information without written consent.

12.4 Retention of Records Statement

AOI retains student, faculty, and staff records for at least five (5) years following completion, withdrawal, termination, or separation, as applicable. Records may be maintained in secure paper and/or electronic format. Hard-copy records are maintained in locked cabinets, and electronic records are maintained in password-protected institutional systems and approved cloud-storage platforms. Access is limited to authorized personnel with a legitimate institutional need. AOI maintains each student's transcript permanently.

12.5 Maintaining Student Records

While students are currently enrolled at AOI, student records are maintained in mostly paper format, although some records are stored digitally. Upon receipt of initial documents (application and related documents) for students enrolling at AOI, a physical file is started for each student in the Admissions Office and Front Desk using AOI's Student Checklist. Upon receipt of payment and an enrollment agreement a physical and electronic file are created. These files are created, maintained, updated, and audited by the individuals primarily using them (whether it be Admissions or Front Desk personnel), with the Admin. Director responsible for ensuring that each file is accurate and current.

AOI conducts monthly audits of student files to ensure physical and digital file accuracy. The Director/Admin. Director, randomly pulls out several student files (usually 5-10 student files) and checks their content for accuracy with emphasis that the information in the physical files matches that of the digital ones and are in compliance with all ACCET and BPPE requirements.

Upon graduation, student files are maintained in digital format only. Students may contact the school administration at (949) 856-1700 to receive a copy of their official documents.

Students have the right to inspect, review, and challenge information contained in their education records. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by AOI College of Languages.

13 STUDENT RIGHTS POLICY

Students have the right to:

- Review their own academic records;
- Fair and effective teaching and grading in the advertised programs;
- Due process and an impartial hearing in any disciplinary matter;
- Information privacy.

14 ARTICULATION AND TRANSFER AGREEMENTS

AOI students may be eligible to continue to partner colleges or universities after successfully completing the required AOI English level. Depending on the MOU, pathway, or articulation agreement, completion of the required AOI level may satisfy the partner institution's English proficiency requirement. Final admission decisions and all other enrollment requirements are determined by the receiving institution. AOI does not guarantee admission.



15 TRANSFER OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at AOI College of Languages is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the AOI educational program in which you enroll 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AOI College of Languages to determine whether your certificate will transfer.

Acceptance of Transfer Credit

AOI College of Languages does not accept hours or credits earned at other institutions or through challenge examinations, achievement tests, or prior experiential learning.

AOI College of Languages does not award academic credit. AOI coursework, attendance, grades, proficiency levels, and certificates are not guaranteed to transfer as academic credit to another institution. The acceptance of any AOI coursework, certificate, or institutional document is determined solely by the receiving institution.

AOI does not award credit for prior experiential learning.

16 STUDENT LEAVE OF ABSENCE, VACATION, AND MEDICAL LEAVE POLICY

Institutional Academic Structure

AOI College of Languages operates under a continuous open-enrollment academic system.

Each instructional session is four (4) weeks long. Students may begin their program at designated session start dates and progress through consecutive instructional sessions in accordance with their academic program requirements.

AOI does not operate under a campus-wide annual vacation schedule. Vacation eligibility is individually earned based on satisfactory academic progression, continued enrollment, and compliance with institutional and federal regulations.

For F-1 students, AOI recognizes two types of approved leave:

1. **Vacation / Personal Leave of Absence**

2. **Medical Leave / Reduced Course Load**

For AOI's F-1 students, a Personal Leave of Absence is treated as a vacation-type leave and is not a separate category from Vacation / Personal Leave of Absence.

All leave, vacation, and reduced course load requests are subject to AOI policy, SEVP regulations, ACCET standards, and applicable federal and state regulations.

16.1 Vacation/ Personal Leave of Absence Policy

A Vacation / Personal Leave of Absence is an approved temporary break from study for eligible F-1 students. Because AOI operates on a continuous open-enrollment system and does not have a campus-wide annual vacation schedule, vacation eligibility is earned individually based on the student's period of study, satisfactory academic progress, attendance, and continued enrollment eligibility.

A Vacation / Personal Leave of Absence may only be granted when AOI has a reasonable expectation that the student will return within the approved leave period and continue studies at AOI.

16.2 Standard Vacation Eligibility

Students who complete at least twelve (12) consecutive weeks of full-time enrollment while maintaining Satisfactory Academic Progress (SAP) may be eligible for one approved vacation period of up to four (4) consecutive weeks, equivalent to one instructional session.

16.3 Extended Vacation Eligibility

Students who complete at least twenty-four (24) consecutive weeks of full-time enrollment while maintaining Satisfactory Academic Progress (SAP) may be eligible for an extended

vacation period of up to eight (8) consecutive weeks, equivalent to two instructional sessions, subject to institutional approval and SEVP compliance requirements.

Extended vacation eligibility is earned through continued academic progression and is not automatically granted.

16.4 General Requirements

To qualify for Vacation / Personal Leave of Absence, a student must:

1. Maintain full-time enrollment prior to the requested vacation period;
2. Maintain Satisfactory Academic Progress (SAP), including:
 - 2.1. minimum 80% attendance; and
 - 2.2. minimum GPA of 2.0, equivalent to 70% or higher;
3. Submit a written vacation/leave request at least ten (10) business days before the requested start date, unless unforeseen circumstances prevent advance notice;
4. Identify the reason for the requested leave;
5. Provide requested leave dates and expected return date;
6. Sign and date the request;
7. Attest to understanding the procedures and implications for returning or failing to return to the course of study; and
8. Demonstrate intent to continue enrollment at AOI following the approved leave period.

AOI documents its approval decision in accordance with this policy. Approved requests and supporting documentation are maintained in the student's record.

16.5 Vacation / Personal Leave Limitations

A single Vacation / Personal Leave of Absence period may not exceed eight (8) consecutive weeks, equivalent to two instructional sessions.

Vacation / Personal Leave approval is subject to satisfactory attendance, satisfactory academic progress, continued enrollment eligibility, and compliance with institutional and federal regulations.

Vacation / Personal Leave periods must not negatively impact academic progression, program completion requirements, or immigration compliance.

AOI reserves the right to approve, deny, shorten, or modify vacation/leave requests based on academic, attendance, operational, or regulatory considerations.

AOI will not assess additional tuition charges during an approved Vacation / Personal Leave period and will not charge tuition for the approved leave period.

16.6 Failure to Return

Students who fail to return from an approved Vacation / Personal Leave within the authorized timeframe may be terminated from the institution and reported in accordance with SEVP regulations.

If a student does not return following an approved Vacation / Personal Leave period, the

student's SEVIS record and grace period eligibility will be handled in accordance with applicable federal regulations.

A leave period exceeding five (5) months outside the United States may require issuance of a new Form I-20 and new SEVIS record in accordance with federal regulations.

16.7 Medical Leave (Reduced Course Load) Policy

A Medical Leave / Reduced Course Load is a temporary reduction or interruption of studies approved for documented medical reasons in accordance with federal regulations. Students approved for Medical Reduced Course Load may remain in the United States if authorized by the Designated School Official (DSO) and supported by required medical documentation.

Requirements

Students requesting Medical Leave / Reduced Course Load must:

1. Submit a written request;
2. Provide supporting documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist; and
3. Submit documentation in advance whenever possible unless emergency circumstances prevent advance notice.

AOI documents its approval decision and maintains the written request, supporting medical documentation, approved medical authorization, and approval record in the student's file.

16.8 Medical Leave/Reduced Course Load

Duration and Federal Limitation

Medical Reduced Course Load authorization is subject to applicable SEVP regulations and federal limitations.

A student may be authorized for Medical Reduced Course Load for a period not to exceed an aggregate of twelve (12) months per educational level, as permitted under federal regulations.

Students must resume full-time study upon expiration of the approved medical authorization unless otherwise permitted under applicable federal regulations.

AOI will not assess the student any additional charges solely as a result of an approved Medical Leave / Reduced Course Load.

16.9 Returning from Leave

AOI ensures that students returning from approved Vacation / Personal Leave or Medical Leave / Reduced Course Load resume their studies at an appropriate point in the program.

If the approved leave is eight (8) weeks or fewer, the student's previous academic and

attendance records will be considered when calculating completion of the program, and the student may continue from the appropriate session or level based on prior academic standing.

If the approved leave is more than eight (8) weeks, the student may be required to complete a placement assessment prior to reenrollment or resumed study in order to determine appropriate academic placement.

16.10 Tracking Students on Leave

AOI tracks students on approved Vacation / Personal Leave of Absence and Medical Leave / Reduced Course Load through the approved written request form, supporting documentation, student file records, student database/enrollment records, and, where applicable, SEVIS records.

Administrative staff and designated school officials monitor the approved leave dates and expected return date to ensure proper documentation of the student's status and timely follow-up prior to the student's scheduled return.

17 TUITION ADJUSTMENT POLICY

Applicants affected by any tuition change will be notified in writing by the school. Once students sign an Enrollment Agreement, their Enrollment Agreement and charges are set for the period covered by the Enrollment Agreement despite any tuition changes.

17.1 Loans

If you have received federal student financial aid funds, you are entitled to a refund of money not paid from federal student financial aid program funds. If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

17.2 Fees

There are no laboratory fees at AOI. The cost for certification tests is separate from tuition and fees. This cost is the responsibility of the student.

17.3 Application Fee

In order for a student's application to be processed, the applicant must include a non-refundable \$180 application fee with their completed application form. This application fee is waived for previous students if the last date of attendance is within 180 days from the new start date of attendance at the school. The fee is also waived for the student who defers the scheduled start date to a date within 180 days.

17.4 Examination Fee (TOEIC)

AOI is approved as an official Certified Test Administration Site to administer the TOEIC test. For more information and to register for the test, please visit ets.org.

18 STUDENT'S RIGHT TO CANCEL / CANCELLATION AND REFUND POLICY

(Compliant with California BPPE Regulations and ACCET Document 31.ESOL) AOI College of Languages complies with both the California Bureau for Private Postsecondary Education (BPPE) regulations and the Accrediting Council for Continuing Education & Training (ACCET) Document 31.ESOL standards. AOI will not bill the student for a period in excess of twelve (12) months. Refunds are calculated based on the period of financial obligation for which payment has been made.

18.1 Cancellation Prior to the Start of Class

The student has the right to cancel this Enrollment Agreement by notifying the AOI office verbally or in writing through attendance at the first class session or the seventh (7th) calendar day after enrollment, whichever is later. Upon timely cancellation, AOI will refund all tuition and fees paid, except for the \$180 non-refundable application fee. Any refund due will be issued within forty-five (45) calendar days of the earlier of:

- the first scheduled day of class, or
- the date AOI receives the student's notice of cancellation.

18.2 No-Show Policy

If a student does not attend the first scheduled class session and does not provide notice of cancellation, the student will be considered a no-show. In such cases, AOI will refund all tuition paid, minus the non-refundable application fee and any documented non-recoverable expenses incurred by the institution on the student's behalf. Refunds will be issued within forty-five (45) calendar days of the first scheduled class date.

18.3 Withdrawal or Termination After Instruction Begins

A student may withdraw from a course at any time by notifying the AOI office verbally or in writing. If the student withdraws on or before completion of sixty percent (60%) of the scheduled instructional hours for the current period of attendance, AOI will provide a pro-rated refund. The refund calculation is determined as follows:

1. The tuition charge for the current period of attendance is divided by the total number of scheduled instructional hours for that period to determine the hourly tuition rate.
2. The hourly rate is multiplied by the number of hours the student attended through the Last Date

of Attendance (LDA).

3. The tuition earned is deducted from the total tuition paid.
4. The remaining balance, if any, will be refunded to the student.

If the student withdraws after completing more than sixty percent (60%) of the scheduled instructional hours for the current period of attendance, no refund will be issued. Students who are terminated by the school for violations of attendance policies, academic progress requirements, conduct policies, or SEVIS regulations will receive a pro-rated refund if sixty percent (60%) or less of the contracted instructional hours have been completed.

18.4 Administrative Withdrawal

If a student does not provide notice of withdrawal and is absent for ten (10) consecutive calendar days without notification, AOI may administratively withdraw the student. The Last Date of Attendance (LDA) will be used to determine the amount of tuition earned and to calculate any refund due.

18.5 Date of Determination

The Date of Determination (DOD) is defined as the earliest of:

- the date the student provides notice of withdrawal;
- the date AOI terminates the student; or
- the date AOI determines that the student has been absent for ten (10) consecutive calendar days.

Any refund due will be issued within forty-five (45) calendar days of the Date of Determination.

19 BANKRUPTCY

This institution is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has this institution had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec.1101 et seq.) 94909(a)(12).

20 NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

AOI College of Languages publishes the ACCET complaint procedure in this Student Catalog and also posts ACCET complaint procedure information in a clearly visible and accessible location at the school, including near the front desk/hallway area. Students may request a copy of the ACCET complaint procedure from the administrative office at any time.

This institution is recognized by the Accrediting Council for Continuing Education & Training

(ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that quality educational training programs are provided.

When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET-accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure, which is published in the institution's catalog or otherwise available from the institution, upon request. ACCET will process complaints that involve ACCET standards and policies and are therefore within the scope of the accrediting agency.

If a student has used the institution's formal student complaint procedure and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website:

<https://accet.org/about-us/contact-us>

The online form will require the following information:

1. Name and location of the ACCET institution
 2. A detailed description of the alleged problem(s)
 3. The approximate date(s) that the problem(s) occurred
 4. The names and titles/positions of all persons involved in the problem(s), including faculty, staff, and/or other students
 5. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
 6. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
 7. The status of the complainant with the institution, such as current student or former student
- Please include copies of any relevant supporting documentation, such as the student's enrollment agreement, syllabus or course outline, and correspondence between the student and the institution.

Complainants will receive an acknowledgment of receipt within 15 business days.

Online Complaint Submission Form



21 DISTANCE EDUCATION

There are no Distance Education courses available at AOI. Classroom delivery is the only form of instruction available.

22 TITLE IV

This institution does not participate in Title IV funding.

23 FINANCIAL AID

This institution does not participate, nor does it offer financial aid of any kind, neither federal (Title IV), state, nor any other government funding source.

24 STATE OF CALIFORNIA DISCLOSURE STATEMENTS

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.

AOI College of Languages publishes BPPE complaint information in this Student Catalog and also posts BPPE complaint information in a clearly visible and accessible location at the school, including near the front desk/hallway area.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE). Consumers may file a complaint if they believe an

institution's administrative processes or educational programs are compromised or not meeting required minimum standards. Consumers may also notify BPPE if they believe an institution is operating without Bureau approval.

Complaints may be submitted through BPPE's online complaint submission link or by downloading the complaint form and mailing it to the address below:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

For questions or assistance with filing a complaint, contact BPPE at:

Phone: **(888) 370-7589, press 3 when prompted**

Website: www.bppe.ca.gov

Student Rights

Students have the right to file a complaint with government agencies. Institutions are not allowed to discourage students from doing so.

You have a right to complain to government agencies, and institutions are not allowed to discourage you from doing so.

25 ADDITIONAL DISCLOSURES

The state of California mandates that certain information be provided to students prior to their enrolling in any educational training. Students can review the following before registering and enrolling in any class at this institution.

26 STRF FEE

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

27 BPPE APPROVAL

This institution is a private institution, which is approved to operate by the bureau, and such approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

28 ACCREDITATION

AOI and its programs are accredited by the Accrediting Council for Continuing Education and Training (ACCET), an accrediting agency recognized by the United States Department of Education. The institution is currently accredited and is scheduled for ACCET reaccreditation review in December 2026.

29 CATALOG DELIVERY

Students can download the AOI Student Catalog from the school's website at www.aocollege.edu, visit the school and receive a catalog in person or download it via QR code on the school bulletin board.

30 TEXTBOOKS

Students are expected to bring their textbooks and other necessary materials to each class daily. After taking the Placement Test, students are informed by Admissions Staff which texts are specific to their course of study and level. Depending on the program, the price for textbooks can vary from \$30 to \$60 per 12-week term.

The following is a list of textbooks used at AOI College of Languages:

Text Name	Author	Publisher	Year
<i>StartUp Levels 1–8, Student Book/eBook and Workbook</i>	Ken Beatty	Pearson	2021
<i>The Official Guide to the TOEFL iBT Test</i> , 6th Edition	Educational Testing Service	McGraw Hill	2020
<i>Tactics for TOEIC Listening and Reading Test Pack</i>	Grant Trew	Oxford University Press	2007
<i>Language Teaching Approaches: An Overview</i> , in <i>Teaching English as a Second or Foreign Language</i>	Marianne Celce-Murcia	Heinle & Heinle	1991
<i>English U.S.A. Every Day: A Fun ESL Guide to American Culture and Language</i>	Gilda Martinez-Alba	Barron's Educational Series	2018
<i>American Roots: Readings on U.S. Cultural History</i>	Karen Blanchard and Christine Root	Longman/Pearson	2001
<i>Business Result Upper-Intermediate</i> , Second Edition	John Hughes, Michael Duckworth, and Rebecca Turner	Oxford University Press	2017

31 SCHEDULE OF FEES

The following schedule identifies tuition for one applicable twelve-week period and the estimated total tuition for the entire approved educational program. Students will not be charged more than the amounts published in the Student Catalog and executed Enrollment Agreement.

Program	Hours per Week	Program Length	Total Clock Hours	Tuition per 12-Week Period	Estimated Total Program Tuition
Standard ESL, Levels 1–6	18	72 weeks	1,296	\$2,100 per level	\$12,600
Vacation English, Levels 1–6	17.5	72 weeks	1,260	\$2,100 per level	\$12,600
American Culture and Conversation	18	12 weeks	216	\$2,100	\$2,100
American Culture and Life	18	36 weeks	648	\$2,100	\$6,300
Business English	18	36 weeks	648	\$2,100	\$6,300
TOEFL Test Preparation	18	12 weeks	216	\$2,100	\$2,100
TOEIC Test Preparation	18	12 weeks	216	\$2,100	\$2,100
TEFL	18	12 weeks	216	\$2,100	\$2,100

Additional Fees

Fee	Amount
Application Fee — nonrefundable	\$180
International Mailing Fee	\$100
Express International Mailing Fee	\$200
Official Document Fee	\$20 per document
Textbooks and instructional materials	Approximately \$30–\$60 per 12-week period, depending on the program and materials required
Student Tuition Recovery Fund Assessment	See the STRF section of this Catalog

32 Academic Calendar

AOI College of Languages Calendar 2026

Session Start Date
☺ Session Break (No Class)
 Holiday (No Class)
◆ Office Closed (No class)

JANUARY						
S	M	T	W	T	F	S
				☺ 1 ◆	☺ 2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 MLK	20	21	22	23	24
25	26	27	28	29 Final Exam	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	☺ 14 ◆ President's	17	18	19	20	21
22	23	24	25	26 Final Exam	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 St. Patrick's	18	19	20	21
22	23	24	25	26 Final Exam	27	28
29	☺ 30	☺ 31				

APRIL						
S	M	T	W	T	F	S
			☺ 1	☺ 2	☺ 3 Good Friday	4
5 Easter	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Earth Day	23	24	25
26	27	28	29	30 Final Exam		

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5 Cinco de Mayo	6	7	8	9
10 Mother's	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	☺ 25 ◆ Memorial	26	27	28 Final Exam	29	30

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 Father's	22	23	24	25 Final Exam	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4 Independence
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Final Exam	24	25
26	☺ 27	☺ 28	☺ 29	☺ 30	☺ 31	

AUGUST						
S	M	T	W	T	F	S
						1
2	☺ 3	☺ 4	☺ 5	☺ 6	☺ 7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3 Final Exam	4
6	☺ 7 ◆ Labor	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1 Final Exam	2	3
4	5	6	7	8	9	10
11	12 Columbus	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Final Exam	30	31 Halloween

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	☺ 11 ◆ Veterans	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Final Exam	☺ 26 ◆ Thanksgiving	☺ 27 ◆ Black Friday	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23 Final Exam	☺ 24 Christmas Eve	☺ 25 ◆ Christmas	26
27	☺ 28	☺ 29	☺ 30 ◆	☺ 31 ◆		



AOI COLLEGE
OF LANGUAGES
 Uniting The World Through Languages



AOI COLLEGE ACADEMIC CALENDAR 2026

Winter Term

January 5 - March 27

Winter Session A: January 5 - January 29

Winter Session B: February 2 - February 26

Winter Session C: March 2 - March 26

Spring Break

March 27 - April 5

Spring Term

April 6 - June 26

Spring Session A: April 6 - April 30

Spring Session B: May 4 - May 28

Spring Session C: June 1 - June 25

No Break

Summer Term

June 29 - October 2

Summer Session A: June 29 - July 23

Summer Session B: August 10 - September 3

Summer Session C: September 8 - October 1

Summer Break

July 24 - August 9

Fall Term

October 5 - December 23

Fall Session A: October 5 - October 29

Fall Session B: November 2 - November 25

Fall Session C: November 30 - December 23

Winter Break

December 24 - January 3 (2027)

32.1 No Classes/Office Closed on the Following Dates

Revised: 12/10/2025

January 1
February 16
May 25
July 4
September 7
November 11
November 26-27
December 24 - December 31

New Year's Day
President Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Holiday
Christmas Holiday