



Washington, DC
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STUDENT CATALOG

2019

Intensive English Program

Student Catalog

Intensive English Program

INTERNATIONAL LANGUAGE INSTITUTE

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U.S.A.

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1. Welcome Letter

November 13, 2018

Dear International Student,

Welcome to the International Language Institute and to our Intensive English Program. Learning English requires patience and hard work. However, the rewards are great. They can bring you academic and professional advantages as well as increase your understanding of the world.

Our experienced and dedicated teachers have helped many international students and professionals master the English language, an essential ability needed for the world we live in today.

We hope that you will enjoy your classes here!

Best regards,

Fredrik Skoglund

Fredrik Skoglund
Director

2. About the International Language Institute (ILI)

Mission

Our mission is to provide high-quality language instruction and academic preparation, at a superior value, to satisfy the individual goals of those who choose to study for academic, professional, or personal reasons.

History

ILI is a division of Transemantics, Inc. which was founded in 1970 when it began its operations with four ESL teachers and about 15 students. Over the past 49 years, our company has seen steady growth and developed a strong reputation around the world, and locally, for quality language training and academic preparation at a superior value. Today, Transemantics, Inc. consists of the following divisions:

International Language Institute, DC - ESL Programs (intensive, semi-intensive, tutorials)
- Test Preparation for international students (TOEFL, GRE, GMAT)
- Foreign Language Program (tutorials, groups)
- TESOL/TEFL Certificate Program

International Language Institute, MD - ESL Programs (intensive, semi-intensive, tutorials) in Gaithersburg, MD

Affiliations & Accreditations

- ACCET – Accrediting Council for Continuing Education and Training
- AAIEP – American Association of Intensive English Programs
- TESOL – Teachers of English to Speakers of Other Languages
- WATESOL – Washington Area Teachers of English to Speakers of Other Languages
- NAFFSA – Association of International Educators
- Approved by the D.C. Educational Licensure Commission

Address, Contact Information, and Hours of Operation

International Language Institute
1717 Rhode Island Ave NW, Suite 100
Washington, DC 20036
Phone: (202) 362-2505
Fax: (202) 686-5603
Website: ilidc.com
Email: ili@ilidc.com

Hours of Operation:
Monday-Thursday: 8:30 am – 9:00 pm
Friday: 8:30 am – 5:00 pm
Saturday: 9:00 am – 2:00 pm

Closed on all major U.S. holidays.

Staff Directory

Name	Title	Email	Phone
Fredrik Skoglund	President / Director of School / PDSO	fskoglund@ilidc.com	202-686-5610 ext. 101
Martina Skoglund	Vice-President of Finance & HR / Administrative Officer	mskoglund@ilidc.com	202-686-5610 ext. 102
Dean Frutiger ILI, DC	ESL Program Coordinator	dfrutiger@ilidc.com	202-686-5610 ext. 114
James Sammon ILI, DC	Foreign Student Advisor	ili@ilidc.com	202-362-2505
Lihan You ILI, DC	International Student Admissions Coordinator	ili@ilidc.com	202-362-2505
Karen Epps ILI, DC	Student Services Coordinator & DSO	dso@ilidc.com	202-686-5610 ext. 108
Shreyas Bhatganar & Shahida Memon ILI, DC	Admissions Representatives (Evening and Saturday)	ili@ilidc.com	202-362-2505
Jonathan Selkin ILI, DC	Foreign Language Program Coordinator & TESOL/TEFL Certificate Program Instructor	jselkin@ilidc.com	202-686-5610 ext. 105
Hallie Galen-Wallack ILI, MD	Program Director of ILI, MD	hwallack@ilimd.com	301-527-0600
Raul Marin & Leicy Guevara ILI, MD	Admissions Representatives	ili@ilimd.com	301-527-0600

... and our many instructors and teachers.

3. ILI's Intensive English Program

An Overview

For nearly 50 years the International Language Institute has helped people like you from all over the world. By improving your English skills, you will achieve your professional goals and increase your enjoyment of life in the United States.

Why study at ILI?

- Nearly 50 years of experience
- Total immersion in English
- Native speaking, experienced, friendly English teachers
- Competitive prices
- Small classes with individual attention
- Many students and professionals from all parts of the world
- Weekly student activities

Our Program

ILI offers an intensive English learning experience focusing on listening, speaking, reading, grammar, and writing. It is for anyone who wants to study English in the U.S.A., desires to improve his/her skills in English for private, academic, or professional reasons, or wants to take the TOEFL test or prepare for college and university. We offer 12 levels of English classes, ranging from the beginner to the university level, plus computer-assisted TOEFL, GRE, and GMAT Preparation courses. The use of our computer room with Internet access, weekly student activities, student counseling, and help with college selection and application are included.

- All students who complete their program and attend at least 80% of their classes are awarded a certificate of attendance at the end of their studies upon request.
- All students are continuously evaluated and an evaluation report is available at the end of their studies upon request.

Application Fee: \$75

4-Week Enrollment	Times (incl. breaks)	Hours*	Tuition
English (beginner through advanced)	9 am—2:10 pm	100	\$780
TOEFL Preparation Class	9 am—2:10 pm	100	\$780
GRE Preparation Class GMAT Preparation Class	2:20 pm – 6:00 pm	80	\$850

* 1 Class Hour is 50 minutes long. Excluding holidays and weather-related closures.

Books: Each level requires between one and four books. They are available for purchase at ILI and the prices per level vary between \$53-145 (subject to change).

Start Dates: New class cycles officially begin every 4 weeks. However, a student may actually enter the program any week. A placement test allows us to place the student at the appropriate level.

The official start dates of our four week cycles this year are

2019	
January 14	July 29
February 11	August 26
March 11	September 23
April 8	October 21
May 6	November 18
June 3	December 16
July 1	

Placement Testing: All new students are required to take a placement test at the institute to determine their level. This test is not given online. Preferably, it should be taken before the first day of class at the institute during the following hours:

Monday-Thursday: 9 am - 7 pm
Friday: 9 am – 3:30 pm
Saturday: 9 am – 12:30 pm
No appointment necessary.

The Faculty

ILI's faculty is dedicated to helping international students learn English and enjoy their time in the U.S. Small classes enable our instructors to give individual attention to each student. All ILI instructors are friendly, experienced, native English speakers and university graduates. Many have overseas experience and are members of TESOL, WATESOL, and NAFSA.

Student Services

ILI student services offer a variety of programs to help students adapt to living in the United States.

- New Student Orientation at the beginning of each cycle
- Homestay Program to give students the experience of living with an American family
- Activities focused on cultural dimensions of American life, including parties, coffee hours, and sports
- Field trips to numerous places of interest in Washington, DC and the surrounding areas
- Academic, university, and personal counseling

Description of Levels

The International Language Institute offers an intensive program in English as a Second Language. There are 12 levels, plus TOEFL, GRE and GMAT Preparation courses. Each level, except F1, F2, the TOEFL Preparation course, and the GRE and GMAT Preparation courses, is four weeks long. The length of level F1 is open-ended because new instructional material is continually introduced into the class. Thus, students can remain in this level six cycles and continue to work toward English proficiency. The complete F2, TOEFL Preparation course and the GRE and GMAT Preparation courses are eight weeks, but each four-week section can be taken separately.

A1 and A2

These are the beginning levels for students who have not studied English before or who have studied only a small amount of English for a short time. The classes include these things.

- Basic vocabulary, grammar, and conversation
- Simple reading and writing (including the alphabet, if needed)
- Listening practice
- CD/DVD program
- Pronunciation
- Yes/no and information questions
- Speaking, dictation

B1 through E2

Here the students work at gaining English proficiency so that they can reach their own academic, professional, or personal goals. All levels include these things.

- A grammar book
- A reading/writing book
- A listening/speaking book
- Pronunciation
- Conversation and speaking activities
- Writing exercises
- Vocabulary work

B1 and B2

These are low-intermediate levels. The students begin working through a grammar book that explains basic English structures. In addition, a reading/writing book builds students' reading skills through vocabulary and comprehension questions and helps the students learn about simple mechanics and organization for writing sentences and single paragraphs.

C1 and C2

These are intermediate levels. The activities in these levels become more advanced. The textbooks have a wider vocabulary and include more complicated structures. Students continue to work on single-paragraph essays and on more complicated listening, speaking, and reading activities.

D1 and D2

These are high-intermediate levels. The lessons and skills taught are more academic. Students write three multi-paragraph essays, paying attention to correct paragraph structure, organization, and detail. Students listen to reports about a variety of topics and work on exercises that include listening for details, synthesizing information from listening exercises, and making inferences. In addition, these levels may include debates, role-play, class discussions, student presentations, and other speaking activities.

E1 and E2

These are advanced levels. The students work on complex structures in the grammar textbook. The writing assignments include multi-paragraph essays. Students work with more complex topics in listening, speaking, reading, and writing. Students might be asked to prepare an oral presentation or lead a class discussion.

F1

This is the university and professional level. The class prepares students for an American college or university, a U.S. corporation, or an international organization. As much as possible, the students use authentic English texts: American newspapers, magazines, novels, short stories, poems, essays, radio programs, TV programs, and video presentations. Students do a variety of writing activities. These writing assignments might include a biography, an analysis of something read in class, a resume, a business letter, a practice TOEFL essay, or a response to a student presentation. Students give oral presentations or lead discussion groups. There is extensive vocabulary work. Instructors review points of grammar based on student errors in speaking and writing.

F2a

This is the university and professional level. The class focuses on advanced grammar, advanced writing assignments based on the grammar structures, and advanced vocabulary. Students must be at the F level and must receive either a score of 70 on the placement test or the Program Coordinator's approval to take this course. The complete course is eight weeks, but students can take each four-week section separately.

F2b

This is the university and professional level. The class focuses on advanced writing skills based on academic essay structures and advanced speaking/presentation skills. Students must be at the F level and must receive either a score of 70 on the placement test or the Program Coordinator's approval to take this course. The complete course is eight weeks, but students can take each four-week section separately.

TOEFL Preparation

The TOEFL Preparation class is available for students who need to take the TOEFL (Test of English as a Foreign Language). The course includes intensive work on listening, speaking, reading, and writing skills, as well as strategies for approaching TOEFL tasks and testing on the computer. Students take two mini-exams and one complete exam each cycle. Students must be at the F level and must receive either a score of 70 on the placement test or the Program Coordinator's approval to take this course. The complete course is eight weeks, but students can take each four-week section separately.

GRE and GMAT Preparation Courses

These courses are designed to prepare students to take the GRE and GMAT exams, respectively. Students focus on the skill areas of mathematics, analytical writing, reading comprehension, and other verbal skills. In addition to classroom instruction, students use test preparation software in the Computer Lab twice a week. The GRE and GMAT courses meet from 2:20-6:00 pm for eight weeks. Students should be at an advanced level such as TOEFL or F.

Class Schedule

The 5 hours of instruction at ILI includes 50-minute classes, with a 15-minute morning break, and a 45-minute lunch break.

9:00-10:40	class (100 minutes)
10:40-10:55	break (15 minutes)
10:55-11:45	class (50 minutes)
11:45-12:30	lunch break (45 minutes)
12:30-2:10	class (100 minutes)

Frequently Asked Questions

Q: What's your program like?

A: Our program is primarily designed for students who wish to study in American colleges or universities. This means that a student who completes our program should have a very high level of spoken and written English and be ready to move on to such study. However, the program is also appropriate for those who need English for professional purposes or who simply want to improve their conversational English skills. The class work includes a lot of speaking practice.

Q: How is a student placed into a level?

A: Students take a placement test when they first enroll in the school. The placement test is about one hour and 15 minutes long and consists of three parts: a 50-minute multiple-choice test, a 15-minute writing test, and a short interview. At the end of the interview, the student is assigned to a level.

Q: What books are used in class?

A: Most levels use a grammar book, a reading/writing book, a listening/speaking book, and sometimes an idioms or vocabulary book. Most of these books are used for more than one level.

Q: How many tests are given in each cycle?

A: Teachers assess students in speaking, reading, writing, and listening twice per cycle and give grammar tests on each chapter. There may also be quizzes on the vocabulary studied.

Q: Does your school have a computer lab & Wi-Fi?

A: Yes. The TOEFL and GRE/GMAT classes use the lab during the day, but students can use the computers with Internet access after school. We have Wi-Fi in our entire space.

Q: Where do your students come from? How old are they?

A: Our students come from all over the world. We currently have students from 50 different countries. A high percentage of our students are of college age. The minimum age to enter our English Programs is 14.

Q: How big are the classes?

A: The classes range in size from five to fifteen students.

4. Policies and Procedures

Application for Admission

There are several ways students may apply to ILI's intensive English program:

- Online (<http://ilidc.com>)
- In person during office hours
- By fax (202-686-5603)
- By mail

In order to process the application form, a \$75 registration fee must accompany it. If a student emails or faxes the completed application form, he or she may wire the \$75 application fee to our bank account. If he/she wishes to pay by wire, please contact us for instructions.

ILI does not discriminate on the basis of sex, race, ethnic origin, or religion.

Enrollment

Students initially enroll for one four-week cycle. They may re-enroll as many times as they wish and for periods ranging from one to four weeks.

These are the main requirements for enrollment in ILI's intensive English language program:

- Have a sincere intent to study in an intensive English program
- Have the financial ability to attend the program
- Be at least 14 years old or show a reasonable ability to benefit from the program in order to be admitted.

While ILI recommends that students begin their studies on the official start dates, ILI permits late enrollment if ILI determines that it will not hurt the student's ability to get the full benefit from the program and that it will not disrupt the class which the student enters.

Tuition and Cost of Books

Tuition for each four-week cycle is \$780 (\$850 for GRE/GMAT). Tuition is due on the first day of class, unless the student is sponsored by an organization which pays the tuition. The cost of books ranges from \$53 to \$145, depending on the class level. The books may be used for more than one cycle. Before a student enters a class, he or she will be told which text books are required for his or her level. Students may purchase the books at ILI. Students without text books are not allowed in class.

Payment Policy

New students: Tuition for the first cycle (4 weeks) in the amount of \$780 (\$850 for GRE/GMAT) has to be paid entirely before the student is allowed in class. If the student is enrolling for less than 4 weeks, all tuition has to be paid before the student is allowed in class.

Continuing students: Tuition is due on the Monday after the previous payment has ended. A late fee of \$15 is automatically added to any payment not received by Wednesday and increases by

\$15 for each week late. ILI reserves the right to disallow students in class who have not paid their tuition.

Continuing students with unpaid tuition, books, or fees from a previous cycle will not be allowed to re-enroll for a new cycle until such balance is paid in full.

Continuing students wishing to pay for less than one cycle at a time can choose one of the following payment schedules:

- Weekly \$205 (\$250 for GRE/GMAT)
- Every 2 weeks \$400 (\$500 for GRE/GMAT)
- Every 3 weeks \$595 (\$750 for GRE/GMAT)

This payment policy, effective November 7, 2014, replaces any previous payment policies, and is subject to change.

Orientation for New Students

On the first day of each four-week cycle, we have an orientation for new students at 2:00 pm in the student lounge. All new students should attend.

Attendance Policy

- ILI expects students to attend all classes. The minimum attendance is 80%. There are no excused absences. Absences due to medical/dental appointments, college visits, test taking, etc. need to be covered within the allowed 20% absences.
- If your attendance is below 80% over a 4-week cycle, the Program Coordinator will give you an “Attendance Warning” letter. If your attendance is below 50% during your first 4 weeks at ILI, your enrollment at ILI could be cancelled (and I-20 terminated for F1 students).
- If you receive an “Attendance Warning” letter, you will be put on PROBATION. While you are on probation, you cannot take a vacation. To be taken off probation, you must attend at least 80% of the classes for the next two cycles (8 weeks).
- If your attendance is below 80% during a second cycle, you will receive a second “Attendance Warning” letter. A meeting with the Director of the school will determine if your enrollment at ILI will be cancelled (and I-20 terminated for F1 students).
- If your attendance is below 80% during a third or subsequent cycles, and your cumulative attendance is below 80%, your enrollment at ILI will be cancelled (and I-20 terminated for F1 students).

Late & Early Departure Policy

- If a student is 5-15 minutes late in the morning or after the breaks, he/she will receive a late (“L”) mark in the attendance book.
- If a student is 16-30 minutes late in the morning or after breaks, half an hour will be subtracted from the attendance record.
- If a student is 31 or more minutes late in the morning or after the breaks, he/she will receive no credit for that hour.
- For every 2 late marks, half an hour will be subtracted from his/her attendance record.

Advancement and Academic Appeals Policy

At the end of the cycle, a student may pass to the next level if he/she has a grade average of 70% and an attendance average of 80%. If the student's grade average is below 70%, he/she must repeat the level. If a student has a score that is lower but close to 70%, the student may advance to the next level at the discretion of the Program Coordinator or the Director. The Program Coordinator or the Director will consider many things: individual scores, an unusually low score among higher scores, the scores from previous levels, and comments/recommendations from instructor(s). If the student's attendance is below 80%, he/she must repeat the level. Students may only take each level twice (maximum six 4-week cycles for F1) without the approval of the Program Coordinator or the Director.

The student's grade is determined by averaging five skill areas.

- An average of the grammar chapter test grades
- The final listening assessment
- The final speaking assessment
- The final reading assessment
- The final writing assessment

Make-up tests will be given once a week. For a detailed schedule of when make-up tests are offered, please see the Make-up Test Policy posted outside of the Program Coordinator's office. If a student needs to take a make-up test, he/she must sign up with Dean by 12:30pm on the day of the make-up tests. If a student misses a test and doesn't make it up, his or her score will be zero on that test.

After E2, if the student gets a score average of 70%-79%, he/she may advance to the F1 class. If the student gets a score average of 80% or above, he/she may advance to the TOEFL class.

If a student does not pass the level and is not satisfied with the decision, he/she may appeal the decision by meeting with the Program Coordinator on the last day of the cycle or on the first day of the new cycle to discuss specific details about the final assessments and attendance scores. At this meeting, the Program Coordinator will also consider comments and recommendations from the instructor(s).

If a student is not satisfied with the results of the meeting with the Program Coordinator, he/she can meet with the Director, who will make the final decision.

Certificate of Attendance

All students who complete their program and attend at least 80% of their classes are awarded a certificate of attendance at the end of their studies upon request.

Evaluation of Student Progress

At the end of a student's period of study, ILI will issue an evaluation report upon request. The evaluation reports include the following information:

- Grades by skills
- Attendance
- Attitude
- Homework if applicable

Holidays

Classes are not held on the following major U.S. holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving weekend, and Christmas Day. The office will also be closed on these days. There is no make-up, credit or refund for hours missed due to these official holidays.

Vacation / Leave of Absence Policy

- If you want to take a vacation, fill out the "Student Vacation/Leave of Absence Request Form" and return it to the front desk or the Student Service Coordinator at least one week before. We will check your records and then the Student Service Coordinator will decide if the vacation/leave of absence can be approved. If you miss more than 20% of a 4-week cycle, you need to repeat the level.
- If you need to miss one week or more due to medical problems, you need to fill out the "Medical Leave of Absence Request Form" and present an original, signed note on letterhead from a licensed doctor.
- F1 students who have attended 4 cycles (16 weeks of class) may take 4 weeks of vacation.
- F1 students who are leaving the United States during their vacation must inform the Admissions Representative and get their I-20 form signed.

Change of Local Address

If you move while you are attending this school, please complete the "Local Address Form." The form is available at the Admissions Office.

Withdrawals and Transfers

Students may withdraw from the program at any time. Students who withdraw receive a refund according to ILI's refund policy.

Students on the F-1 visa are allowed to withdraw only if they are accepted by another school authorized to issue the I-20 Form, or if they wish to return to their home country.

If a student wishes to transfer from ILI, he or she must first present a transfer form and an acceptance letter from the new school to the Admissions Office.

If an F-1 student transfers from ILI but owes tuition and fees, that fact will be noted on the transfer form. Also, no certificate or evaluation report will be issued to the student.

Completion of Studies

Before you complete your studies and leave the school, please fill out the "Completion of Studies" form.

Refund Policy

This is the refund policy as printed on ILI's enrollment form and published on its online application webpage.

- The application fee is non-refundable unless enrollment is cancelled within 72 hours of signing or if Transemantics/ILI is unable to place the student in the appropriate level.
- Payment for reimbursable fees such as SEVIS or express delivery is non-refundable once the service is completed.
- A full tuition refund will be given if requested before the start date of the scheduled class(es) or if a prospective student has his/her visa application rejected.
- A full tuition refund will be given if a class is cancelled by Transemantics/ILI or if a student is rejected for enrollment.
- A prorated tuition refund will be given to a student who withdraws prior to the completion of 75% of the student's scheduled class. Withdrawal notification has to be submitted by the last day of attendance. Unattended days prior to notification of withdrawal, up to 4 weeks, will count as attended classes. The prorated tuition refund shall be determined by the ratio of the number of weeks or lessons completed by the student to the total number of weeks of the student's scheduled class(es). Any portion of a week's attendance by a student shall be considered a full week's attendance for this purpose. Regardless of when a student requests early withdrawal, there is no tuition refund if a student completes 75% of the scheduled classes.
- Refunds will be made by check for all cash, check, or debit card payments and by credit card for all credit card payments within 30 days of receiving notification or within 30 days of Transemantics/ILI cancellation of class(es).
- Weekly tuition credits for vacations or other planned absences are only given if notification is received in advance. There are no retroactive credits for unattended weeks, and there are no credits for individual unattended days. Unused credits and prepaid classes will be forfeited six months after last attendance.
- There is no credit or refund of tuition for days on which ILI is closed because of holidays, bad weather, or other emergencies.
- Once received by the student, books and other materials are the property of the student and are non-refundable.
- Private, semi-private, and special group classes cancelled by the student(s) (including "no-shows") may be made up only if notice is given by the student to ILI either by phone (202) 362-2505 or by email to ili@ilidc.com at least 24 hours prior to the scheduled class(es) or by noon Friday for any classes scheduled on Saturday, Sunday, or Monday; or if one or more classes are not held through no fault of the student. If a student fails to cancel on time, full tuition must be paid for the missed class(es). Semi-private and small group classes have to be cancelled by all students enrolled in class; cancellation of just one student is not accepted and does not release that student from paying for the missed class.

This refund policy is in accordance with the provisions of the DCMR 16, Chapter 22, of the Government of the District of Columbia rules and regulations concerning post-secondary non-degree schools.

Rules of Conduct at ILI and in the Office Building

Students at the International Language Institute are expected to be respectful to other students, teachers, staff/administration, and tenants in the office building. ILI will not tolerate any rude or disruptive behavior. Therefore, we ask ILI students to follow ILI's Rules of Conduct.

- Do not smoke anywhere in the building or within 25 feet (8 meters) of the building.
- Do not congregate in front of the building.
- Do not talk when a teacher or another student is speaking.
- Speak only English in the classroom.
- Do not use cellular phones, computers, or music devices during class.
- Bring the required materials to class and participate in classroom activities.
- Be in the classroom during class hours.
- Do not eat or drink (except water) during class.
- Do not run or gather in the hallway.
- Do not speak loudly or make loud noises in the common areas.
- Speak quietly when you are walking in the hallway.
- Keep the restroom clean and neat.
- Throw all trash into the wastebaskets.

Violating these rules will cause us to enforce the following conduct policy:

- The first instance will result in ejection from the classroom for one class period and a written warning from the Program Coordinator.
- The second instance will result in discharge from the school for the remainder of the day as an unexcused absence. The student's parents/guardians will also be notified.
- The third instance will be final and will result in termination from the school.
- Illegal behavior will result in immediate dismissal from ILI.

Note: ILI is not responsible for any property that may be stolen from or lost by the student while she or he is attending classes.

Bathroom and Toilet Use

In the United States, you **cannot flush feminine hygiene products** (tampons, sanitary napkins, liners, etc.) down the toilet. These items will clog the waste pipes of the building. Please do not put feminine hygiene products in the toilet. Kindly put only toilet paper or seat covers in the toilet. All other items, such as tampons, liners, sanitary napkins, or trash, **must** be put into the special container next to the toilet.

In the event that you wash your feet in the bathroom, you are required to clean and dry the bathroom floor.

Be considerate of your fellow students and the next user: Leave the bathroom in a clean and orderly state!

Cell Phone & Electronic Devices Policy

Please do not use your cell phone for any reason during class. Use your phone during the class breaks. If you must use your cell phone during class, leave the room and stay out of class until the next break. You will be counted absent until you return to class after the break. If you have an emergency and cannot follow this policy, talk to the Program Coordinator before class. Cell phones, iPods, and any other electronic devices pose a distraction to the teaching/learning process. Thus, they should be turned off and not be visible during instructional time. Students visibly displaying the above items during instructional time will have the items confiscated by staff members. Students may retrieve the items at the end of the school day.

Copyright Policy

The following copyright guidelines from the University of Maryland have been adopted by Transemantics, Inc. and apply to all programs.

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright.

o Definitions

• Brevity

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

(Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

- (iii) Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (iv) "Special" works: certain words in poetry or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.
- **Spontaneity**
 - (v) The copying is at the instance and inspiration of the individual teacher, and
 - (vi) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
- **Cumulative Effect**
 - (vii) The copying of the material is for only one course in the school in which the copies are made.
 - (viii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
 - (ix) There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in viii" and "ix" above shall not apply to current news periodicals and newspapers and current news sections of periodicals.)

III. Prohibitions as to I and II Above Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are

- accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
1. substitute for the purchase of books, publishers' reprints or periodicals;
 2. be directed by higher authority;
 3. be repeated with respect to the same item by the same teacher from term to term.
 4. No charge shall be made to the student beyond the actual cost of the photocopying.

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Dress Code

Students should dress appropriately for a school setting. ILI wishes to promote a climate in which all students and staff feel comfortable and, therefore, will **not** permit the wearing of the following items:

- Extremely revealing clothes (i.e., extremely low cut necklines, midriff tops, extremely short shorts/skirts, exposed undergarments) or other garments deemed distracting and/or inappropriate for the school environment.
- Articles of clothing that promote drugs, alcohol, sexual activity, harassment, hate, violence, or offensive language.
- Pajamas.
- Bare feet (you must wear shoes).
- Excessive perfume or aftershave.

The judgment of appropriateness of student clothing is at the discretion of school management using the above list as a guideline. If a student is not certain that his/her clothing will be appropriate, he/she should not wear the item(s) in question.

Scholarship Student Policy

ILI offers students a tuition exchange or work/study plan on an as needed basis. To qualify for the scholarship positions, the students need to be in good standing with their attendance. We currently have two scholarships available for students to exchange cleaning services for a 25% discount on future tuition. The work consists of basic cleaning services, such as cleaning the white boards, tidying up the classrooms, etc. Specific job duties are detailed in the work exchange contract that is presented to the students prior to accepting the work. The students are expected to work up to five hours per week. The Student Service Coordinator collects the names of students interested in the scholarship positions and then awards them on a first-come first-served basis. The Student Service Coordinator also goes over the work exchange contract that the students sign. The students keep their positions as long as they maintain satisfactory attendance and satisfactory performance of their duties.

Weather Policy

If the Federal Government is closed all day due to bad weather, then ILI is closed all day. Visit the Federal Government's website to check for all-day closures: <http://www.opm.gov/status> or call 202-606-1900. Delayed openings or early closings will only be decided by the management of ILI and NOT by the status of the Federal Government. Please call 202-362-2505 during extreme

weather conditions or check our announcements on Facebook. There is no make-up, credit or refund for days that ILI is closed due to bad weather.

Complaint Policy and Procedures

If you have a complaint about...	Contact
<ul style="list-style-type: none"> ▪ Payment ▪ Purchased books ▪ Evaluations or certificates 	Int'l Student Admissions Office Coordinator Lihan You
<ul style="list-style-type: none"> ▪ Your class ▪ Your teacher ▪ Your classroom ▪ Makeup tests ▪ Private tutorials 	ESL Program Coordinator Dean Frutiger
<ul style="list-style-type: none"> ▪ I-20s and F-1 visa, transfers, COS ▪ Vacation / Leave of Absence ▪ Student Activities 	Student Services Coordinator & DSO Karen Epps
<ul style="list-style-type: none"> ▪ Approval of refunds ▪ Confirmation of bank wires 	Vice-President of Finance & HR Martina Skoglund
<ul style="list-style-type: none"> ▪ Academic Tutoring ▪ GRE and GMAT classes ▪ Homestay 	Director of School Fredrik Skoglund
If you feel your complaint has not been adequately addressed, you may appeal to...	President / Director of School / PDSO Fredrik Skoglund

5. F-1 Student Visa Information

Requirements for Language School Students with F-1 Status as found in NAFSA SEVIS Resource (SR) 2003-e

International students have an obligation to comply with the immigration laws and regulations of the United States. It is illegal to violate U.S. federal immigration laws and regulations for any reason whatsoever. Students with F-1 status are responsible for learning, understanding, and complying with the U.S. laws and regulations that apply to them. If a student fails to do so, he or she could be deported from the United States and barred from returning for an extended period of time, thereby jeopardizing his or her academic career. It is extremely important that students read and fully understand the following information.

Requirement to Arrive and Depart the U.S. within Appropriate Timeframes

U.S. federal regulations stipulate the students may enter the United States no earlier than 30 days before the report date on the I-20. An F-1 student who has completed his or her academic program will be allowed a 60-day period to prepare for departure from the United States. An F-1 student who has been authorized to withdraw from classes prior to completing his or her academic program is allowed a 15-day period to prepare for departure. Students who withdraw without the prior approval of the school must depart the U.S. immediately.

Requirement to Report Address Changes

U.S. federal regulations require F-1 students to report any address change within 10 days of the address change directly to the Admissions Office. This includes address changes of any of your dependents as well. If you are subject to the U.S. Government's Special Registration Procedures, you must also report address changes within 10 days to the government, per the government's instructions.

Requirement to Obtain Prior Authorization from the School to Drop Below a Full Course of Study

U.S. federal regulations require F-1 students to pursue a full course of study. They are allowed to deviate from this full course of study only with PRIOR authorization of the Admissions Office, and only under very limited circumstances.

Requirement to Report Departure Date and Reason

For a variety of reasons, students may leave school early or unexpectedly. Some of these reasons include early graduation, leave of absence, suspension, or expulsion. U.S. federal regulations require students to inform the Admissions Office if they plan to leave the school earlier than the program end date listed on their I-20 form, and their reason for doing so. Students must also fill out the "Completion of Studies" form.

Requirement to Adhere to Transfer Procedures

For immigration purposes, transfer simply means that a student is leaving one school's "I-20 program" for another school's "I-20 program." This can happen, for example, when a student completes his or her academic program at a language school and then goes on to an

undergraduate or graduate program at a U.S. – based community college, college, or university. Students who wish to transfer must be in contact with two schools: the current school and the new “transfer” school. Both of these schools must be authorized to enroll international students by the U.S. Bureau of Citizenship and Immigration Services. To transfer, regulations require students to:

- Apply for admission and be admitted to the new “transfer” school
- Inform the current school as soon as possible after admission and, no later than the last day of his/her academic program
- Inform the new transfer school of the expected transfer date (usually the last day of his or her academic program)
- Complete the process at the transfer school no later than 15 days after the first class at the school

Careful attention to the last date of the academic program at the current school and the first day of classes at the transfer school is very important. Failure to complete the transfer process in the prescribed timeframe will cause a student to violate his or her immigration status.

Dependent Requirements

F-1 students are eligible to bring dependents (spouses and children under the age of 21) into the U.S. in F-2 status. F-2 dependents may not enroll in a full course of study, but may enroll part-time in courses that are vocational or recreational in nature. F-2 dependent children are allowed to attend elementary and secondary school on a full-time basis. F-2 dependents are not permitted to work.

Working in the U.S.

On an F-1 visa, a student is not permitted to work in the U.S. or to do business unless he or she has employment authorization. An F-1 visa student who has maintained F-1 status for one full academic year and is in good academic standing may apply to the USCIS for off-campus employment based on unforeseen severe economic hardship. Please talk to the Director of the school regarding any work authorization.

Authorization to Release Information

The student’s school is required to give the USCIS information about his or her studies if the USCIS asks for it. When the student signs the I-20, he or she is agreeing that the school can do this.

6. Student Activities

Coffee Hour

A coffee hour is held the first week of every new cycle. This gives students the opportunity to meet and speak with one another while enjoying a variety of cakes, cookies, hot drinks, and soda.

Computer Lab & Wi-Fi

Students may use the computer lab from 2:30-3:30 pm Monday through Thursday to work or access the Internet. We also offer wireless Internet access throughout our space. No password is required.

Facebook

ILI maintains a page at www.facebook.com/ILlinDC and posts upcoming events, pictures, reminders, and other news. Our Facebook page also helps students to stay connected with each other, during and after their stay at ILI. Follow us on Facebook!

Field Trips

At least once a week, students can go on field trips to museums, famous monuments and buildings, aquariums, parks, festivals, restaurants, and historic neighborhoods.

International Potluck

The International Potluck gives students the opportunity to share their traditional foods and recipes with the other students and our teachers.

Parties

ILI has a Valentine's Day party, a Halloween party, and a Christmas party every year. On these special occasions, students decorate the student lounge and the classrooms. For Halloween, students and teachers wear costumes, and for Christmas, they trim ILI's Christmas tree.

Sports Activities

ILI organizes sports and other outdoor activities. These range from soccer and basketball to biking, canoeing, hiking and ice skating. In addition, ILI takes students to watch sporting events, such as DC United soccer games, baseball games, etc.

Conversation Club

The free Conversation Club is led by an ILI teacher. Students are given a topic to discuss and have the opportunity to learn commonly used idioms, practice their conversation skills, and learn American vocabulary. This is a small group setting so every participant will have a chance to talk. Space is limited and sign-up is required.

Free Workshops & Tutorials

Trainees of ILI's TESOL/TEFL certificate program conduct free workshops and private tutorials for students in our Intensive English program. Workshops are given every eight weeks. Topics include grammar, pronunciation, and speaking, and are divided between beginner and intermediate/advanced level students. Attendance is limited to twelve students per workshop and students apply on an individual basis.

Assistance with the College Application Process

The Foreign Student Advisor assists students with the undergraduate and graduate school application process. Students learn how to select a college or university that best suits their goals, what the typical application deadlines and required English proficiency levels are, in addition to what tests may be required. They will also learn what is needed for the application, including official transcripts, recommendations and statement of purpose essays.

7. Housing

Homestay with an American Family

ILI's Homestay Program is available for F-1 visa students who want the experience of living with an American family. It gives students the opportunity to learn, first hand, about a new culture and practice English in real life, the best way of all. Students with an open mind, an interest in sharing different cultures, and a desire to experience the benefits of being a homestay student will enjoy our program.

Living with an American homestay family offers international students many benefits:

- Opportunity to use English on a daily basis
- Chance to learn about American culture and lifestyle
- Comfortable homes in residential neighborhoods
- Adjustment to life in America with the support of a Homestay family

American Families

International students should remember that America is a multi-cultural country and that Americans come from a wide variety of ethnic backgrounds and religions. ILI's homestay families reflect this cultural diversity, and we consider this an advantage. Students can learn about what makes up this "American" culture.

ILI's Homestay Program includes many different types of families:

- Young couples with small children
- Middle-aged couples with older children
- Couples without children
- Single parents with children
- Single adults

How to Apply to ILI's Homestay Program

F-1 students who are enrolled in ILI's Intensive English Day Program may apply for the Homestay Program. To enroll, the student needs to

- Complete the application (in paper form or on-line at ilidc.com/esl/housing/hs_app/)
- Pay a non-refundable \$150 Homestay placement fee & a deposit of \$260
- Be covered by health and accident insurance in the US (proof required)

Before we can place a student in Homestay, the placement fee and deposit have to be paid. The cost of homestay is \$1025.00 per 4 weeks. The minimum stay is 4 weeks.

Students are placed on a first come, first serve basis. We encourage students to apply as early as possible and at least two weeks in advance of the expected start date. Last minute applications are only considered if we have vacancies. If we are not able to place the student, a full refund will be given.

Among other things, homestay families are expected to provide a comfortable environment to their homestay student. The homestay payment also covers the following:

- A private, furnished room
- Breakfast every day
- Dinner five (5) days per week
- Use of laundry facilities
- Linens (bed linens and towels)
- Items used by all household members (soap, tissues, etc.)

Many close friendships among students and host families have developed, and some students have even said that staying with a host family made their trip an experience of a life time!

Frequently Asked Questions

Q: Do ILI's homestay families live close to the school?

A: Students may have to ride a bus and subway to get to school. This is normal; most people in the area commute into Washington, DC from Maryland and Virginia. The host family can help the student with bus schedules or transportation questions. The majority of host families live within a 30-75-minute commute.

Q: Are host families located in safe areas?

A: Although we carefully select our host families and the locations, we cannot guarantee the safety of our students at all times. Students should always be careful. Students should not carry large sums of money or walk alone at night.

Q: Can students phone family and friends back home free of charge?

A: No. Long distance calls are not included in the price of homestay. The family may limit the student's use of the phone. If a student leaves without paying phone bills, the student's family will be contacted. The cheapest way to call overseas is with a pre-paid phone card.

Q: Can students smoke in their bedroom?

A: No. Most Americans do not allow smoking in their homes. Students who smoke may be asked to smoke outside the house. All students must respect and follow their host family's house rules. This includes the times when the host family is out of the house or away. A student may be asked to leave the homestay family if she or he violates this rule.

Q: Can students change their host family?

A: Yes. If the student is unhappy, he/she may change his/her host family for a fee of \$75. However, changes are never made during the first week of homestay.

Q: Can students extend their stay with their host family?

A: Yes. There may be extensions, but students should ask their host family and inform the Homestay Coordinator.

Q: Will I have Internet access?

A: Maybe. We do not guarantee that the host family will provide a computer with Internet access or a wireless Internet connection. Most host families have Internet access at home but may limit a student's use of the computer.

Memoirs of a Homestay “Mom”

We became a host family in 1992. It was with great anticipation that my husband Lee and I awaited the arrival of our first student. There were many questions on our minds: What kind of cultural and language barriers would we have to face? Would the students adjust to American life, to life with our family? Then we decided that in order to make homestay a successful experience for our students, we had to treat each student as though he or she were a member of the family. Also, we had to be ourselves and let each student be himself or herself.

Looking back over the years, I must say that being a homestay family has been a gratifying experience. All of the students who have stayed with us have been memorable, and each has a special place in our hearts. I remember Miyo, who loved to cook delicious Japanese dishes for us; she also played the piano beautifully. There was Flavien, who loved jazz and the blues. He would play the blues on the piano “New Orleans style” and Lee would accompany him on the sax (off tune). And then there was the opera singer, Daisaku. One day, he decided he was going to try to cook a Japanese meal. He clapped his hands in utter delight when we ate everything in sight. Daisaku continues to visit us whenever he is in town.

One of our most treasured experiences was hosting Hwan Beon (we called him “Bryan”). Bryan has a big generous heart and is loved by everyone he meets. His baby daughter was born on my birthday, and he and his wife named her “Baby Ruthie” in Korean. Of course, I was much honored! Bryan fit in perfectly with our family- with his love of shopping, cooking and computers. Bryan was always there to assist me with computer problems. He was so patient. He even branched out to help one of our dear friends who is visually impaired. Bryan’s compassion earned him a spot in all of our hearts.

I can’t forget to mention Toshio. Toshio has become our third son. When he first arrived, he was very unsure of his English language skills. Today, however, his determination and dedication have paid off. Toshio is our designated “Grill Man”. Whenever we have a barbecue, Toshio is in charge. He has mastered the art of grilling.

I was quite concerned with how students would react to my cooking. To my pleasant surprise, they did not complain about their meals. As a matter of fact, I am health conscious and try not to cook with much fat or salt. I also tend to restrict my meals to seafood and poultry. One evening after dinner, our homestay student from France approached me to compliment me on my cooking. He then added with a grin, “I did not know chicken could be cooked so many ways before I came to live with you.” I thought that was hilarious!

I have many students who shared and gave of themselves. The above are just a few of them. If I were asked to describe my feelings about this program, I would respond, “Awesome! I love it!”

by Ruth McArthur - Homestay parent of ILI

Housing through 4stay

ILI offers students a variety of housing options through our partner 4stay. Participants can easily search online at <https://housing.ilidc.com/> for a fully furnished private or shared room, apartment

or entire house including all utilities. Your stay can be short-term, month-to-month, by semester or year. 4stay is like Airbnb for student housing.

Other Housing Options

- International Student House - <http://www.ishdc.org/>
- International House of United Tel - <http://www.unitedt.com/>
- Homestay Web- Find a new family - <http://www.homestayweb.com/>
- Craigslist Classifieds – www.craigslist.org
- www.washingtondc.apartments.com
- www.apartmentsshowcase.com
- www.rent.com/rentals/washington-dc/
- American Guest House - <http://www.americanguesthouse.com/rooms.html>
- The District Hotel - <http://www.thedistricthotel.com/>
- Days Inn – Connecticut Avenue-
http://www.daysinn.com/DaysInn/control/Booking/property_info?propertyId=06507&brandInfo=DI
- The Allen Lee - <http://www.theallenleehotel.com/>

8. Other Programs

Semi-Intensive English Program

Evenings and Saturdays

We offer a semi-intensive program in the evenings (Tuesday, Wednesday, and Thursday) and on Saturdays. There are 6 levels, plus a TOEFL Preparation course. Each level in the evening is 12 weeks (24 for TOEFL) and 20 weeks in the Saturday program (40 weeks for TOEFL). Initial enrollment is for a minimum of 4 weeks. Students work at gaining English proficiency so that they can reach their own academic, professional, or personal goal. All levels except the TOEFL class include these things:

- Grammar
- Reading/Writing
- Listening/Speaking/Pronunciation
- Conversation
- Vocabulary

All students who complete their program are awarded a certificate at the end of their studies.

Application Fee: \$75

4-Week Enrollment	Times (incl. breaks)	Hours*	Tuition
Evening (Tuesday, Wednesday, Thursday)	6:40 - 8:45 pm (no break)	30	\$260
Evening TOEFL Preparation Class (Tuesday, Wednesday, Thursday)	6:40 - 8:45 pm (no break)	30	\$260
Saturday	9 am - 1:05 pm (11 - 11:20 am break)	18	\$160
Saturday TOEFL Preparation Class	9 am - 1:05 pm (11 - 11:20 am break)	18	\$160

* 1 Class Hour is 50 minutes long. Excluding holidays and weather-related closures.

Books: Provided for in-class use or may be purchased. The required text for the TOEFL preparation course is \$97 (subject to change).

Start Dates: Students may enter the program at any time. A placement test allows us to place the student at the appropriate point in the course.

Private Tutorials

Private tutorials are individual, customized instruction for students who want to reach their goals quickly or prefer a more private setting. Instruction can take place at the student's workplace, home, or at the Institute. Prices start at \$42 per instructional hour. Books and materials are extra. Travel surcharges may apply. One instructional hour is 50 minutes long.

Foreign Language Program

ILI's Foreign Language Program offers a wide range of foreign language instruction in private, semi-private, special group courses, and over 50 group classes. We currently have group classes for the following languages: Arabic, Farsi, French, German, Hindi, Italian, Japanese, Korean, Mandarin, Portuguese, Russian, Spanish, Turkish and Urdu. More information can be found on our website at ilidc.com/flp/.

TESOL/TEFL Certificate Program

With a highly practical focus, ILI's TESOL/TEFL Certification Program prepares and equips trainees for a career in teaching English as a Second Language both in the United States and abroad. This 120 hour course covers every aspect of teaching, from lesson planning to materials design, from acquiring sound theoretical knowledge in both the English language and methodology to job placement and career management. More information about our TESOL/TEFL Certificate Program can be found on our website at ilidc.com/tesol/.

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