



COLUMBIA WEST COLLEGE

www.columbiawestcollege.edu

311 South Spring St., Suite 300, Los Angeles, CA 90013 / info@columbiawestcollege.edu

☎ Domestic **213.368.3900** International **+1.213.368.3900**



LIGHTING YOUR PATH TO SUCCESS



With Quality English Instruction

JAN. 1, 2026 to DEC. 31, 2026

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ABOUT COLUMBIA WEST COLLEGE

WELCOME MESSAGE FROM THE PRESIDENT

Dear Friend,

Hello and welcome to Columbia West College! Right now, we know you have a lot of questions about choosing the right language school – and rightfully so. You obviously want a school that combines quality programs and instruction, helpful student services and expert faculty with a warm and engaging environment. But most importantly, you want a school that takes the time to understand you and will help you to master the English language so that you can achieve your goals. Other language schools may make similar promises. So what sets Columbia West College apart from all the rest?

First and foremost, I understand the hardships that you're facing as an English language student, because I went through them myself when I came to the United States as an international student. I'm very familiar with the panicky feeling in your chest when an American says something to you in English that you don't understand. I know exactly how frustrating it can be when you can't express yourself clearly in English. And I understand your fear of speaking English freely because you might say something wrong and embarrass yourself.

So, I started this school specifically to help students just like you. And because I've overcome these obstacles and helped so many students to do the same, we at Columbia West College understand the challenges you're facing and know that you can achieve success.

Not only that, we realize you have very personal and unique reasons for wanting to learn English. Your needs, goals and desires are different from everyone else's, and we want to put you on an educational path that fits what you want to accomplish. Columbia West College is here to help you reach your goals by providing you with a rigorous curriculum, experienced teachers and a "students come first" environment to support you on your journey.

So whatever your goals – to further your education, to advance in your career or simply to feel comfortable and confident speaking to an American, an education at Columbia West College can serve as the key to unlocking your dreams.

Most importantly, we're excited to get to know you. So go ahead and dream big. Let us help you make your dreams a reality. We can't wait to help you write your success story.

Warmest regards,

Dr. Samuel N. Lee

President, Columbia West College

MISSION

Columbia West College (CWC) is committed to providing quality English as a Second Language that equips students with the English language skills necessary to achieve their academic, professional/vocational or personal goals.

Core Values

CWC will:

- Provide rigorous, outcome-based instruction that is relevant, practical and applicable to students' academic, professional/vocational or personal goals
- Create a supportive, positive environment, including appropriate student services, that enables students to acquire English language skills in an efficient and timely manner
- Enhance students' self-efficacy in their use of English language skills to allow the confident application of their newly-acquired skills in varied settings
- Promote excellence in teaching by hiring duly qualified instructors and providing all employees with opportunities for continued professional development

BROAD GOALS

Operational Area	Broad Institutional Goal
Finances	Strong financial resources to accomplish Mission and Core Values
Admissions and Enrollment, Sales and Marketing	Admitting applicants who would benefit from English language instruction; Healthy growth that sustains our ability to provide quality English as a Second Language instruction and training and student services
Management, Systems	Developing, adopting, and implementing practices and tools that allow for the efficient, smooth and cost-effective management and operation of the school
Human Resource Management, Faculty/Staff Development	Attracting, training and retaining qualified employees who are committed to accomplishment of Mission and Core Values
Education, Equipment	Ongoing fine-tuning of our programs and curricula through input of all stakeholders (internal and external). Intelligent incorporation of technology for instruction and education, as appropriate
Student Services	Ongoing review and improvement of student services, including assessment of need to add new student services to meet changing student needs and interests
Student Outcomes	Ongoing review of student academic outcomes to determine areas of improvement
Facilities	Instructional facility is safe, accessible, and comfortable and meets all applicable local, state and federal requirements
Accreditation/ Compliance	Maintaining compliance with all state, federal and accreditation agency statutes, regulations, policies, standards and guidance, as applicable

APPROVALS

CWC is nationally accredited by ACCET, which has been recognized by the U.S. Department of Education since 1978 as a “reliable authority” as to the quality of education or training provided by the institutions and programs it accredits. CWC’s grant of accreditation is valid through December 31, 2026.

CWC is also approved to operate in the State of California as a private post-secondary institution by the California Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Approval to operate means that CWC is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended), which took effect on January 1, 2010, and Division 7.5 of Title 5 of the California Code of Regulations. CWC’s approval to operate is valid through August 15, 2026.

Finally, CWC is SEVP-certified and authorized under Federal Law to enroll nonimmigrant students.



ADMINISTRATION

Dr. Samuel N. Lee
President

Judy Y. Lee
Chief Executive Officer

Asako Bandujo
Chief Operating Officer

Carlos Gutierrez
Director of Student Affairs / Registrar

Raya Hilal
Chief Academic Officer

FACULTY

CWC faculty members possess native English fluency, hold either B.A. or B.S. degrees and have a minimum of 3 years of ESL teaching experience, education and/or training or a combination of all three. We are fortunate enough to count among our faculty instructors with advanced degrees, overseas teaching experience and/or TESOL (Teachers of English to Speakers of Other Languages) and CELTA (Certificate in English Language Teaching to Adults) certification.

CWC is committed to the professional development of our faculty and holds monthly activities, workshops and/or presentations to keep our faculty up-to-date with industry trends, best practices and knowledge and to promote the sharing of best practices among our faculty. Our instructors are also evaluated regularly by the students and the administration to ensure their maximum effectiveness as educators.

LOCATION

DESCRIPTION OF FACILITIES

CWC is located on the third floor of an historic downtown office building, with convenient off-site parking. The school's roughly 4,500 square feet are divided among 5 classrooms, 2 administrative offices, the student lounge area, and the reception area. All classrooms are equipped with a whiteboard, a laptop computer, an LED projector and speakers for classroom use.

Students are always welcome during school hours to borrow materials from CWC's collection of instructional and recreational books, games, CDs and DVDs to supplement their classroom instruction. Students may borrow materials by asking the front desk staff for permission to remove the requested materials from the school. Students are also always welcome to use the computer workstations during school hours to complete homework assignments and take English proficiency practice examinations, such as the TOEFL.

CLASS SIZES

CWC strives to maintain an average student-to-teacher ratio of 15-to-1, and a maximum student-to-teacher ratio of 20-to-1



PROGRAMS

INSTRUCTIONAL MODE

All programs are delivered in English by direct classroom instruction on CWC's campus, located at 311 South Spring St., Suite 300, Los Angeles, CA 90013. Textbooks and student-focused/instructor-facilitated lessons and discussions form the educational core of each program, though each program may be supplemented with video content, group and pair activities, student presentations and educationally relevant extracurricular activities. CWC does not offer any distance education programs.

No minimum level of English proficiency is required for CWC's programs, unless otherwise indicated, since CWC's programs all focus on providing English language instruction. English proficiency is assessed by means of placement exam administered prior to the start of the student's program.

All programs require that students take a placement exam, as well as satisfy the specific requirements described in the syllabus for each course in their program. No internships are required to complete any of CWC's programs. None of the educational programs offered lead to positions in a profession, occupation, trade or career field that require licensure.



PROGRAM DESCRIPTIONS

English Speaking Success 18 hours/week, 1728 total hours

CWC's flagship English program, English Speaking Success (ESS), is designed to help students develop fluency, accuracy, and confidence through an interactive learning experience that encourages the active use of English in every class. The program develops all major language skills while placing particular emphasis on helping students speak naturally, clearly, and effectively.

ESS follows an integrated instructional model in which the major skill areas are taught during separate but coordinated periods. Students begin with discussion and language instruction during the Grammar period, strengthen their skills through guided Reading, Listening, and Writing activities during the second period, and apply what they have learned through practical Speaking tasks during the final period. This progression gives students repeated opportunities to encounter, practice, and use the same language in different ways before applying it in spoken communication.

The program is aligned with the Cambridge University Press Grammar and Beyond series and uses selected materials from the Prism series. It is further supported by CWC-developed lesson packets and class-specific materials that promote consistency while allowing teachers to adapt instruction to the needs of each class and proficiency level.

Empowering English 18 hours/week, 2160 total hours

CWC's Empowering English program provides communicative English instruction using Oxford University Press's American English File series. Organized around relevant topics and real-life situations, the program helps students build a practical command of English for everyday, academic, and professional communication.

Each class integrates a combination of grammar, vocabulary, pronunciation, reading, listening, writing, and speaking around a central topic or communicative situation. Students develop the featured skills through conversations, listening activities, pronunciation practice, reading and writing tasks, and other interactive activities that encourage the practical use of English.

Instructors supplement the core textbook with additional practice and collaborative activities appropriate to each proficiency level. The program's topic-based structure and integrated lesson format help students expand their vocabulary, improve their listening and pronunciation, and become more comfortable using

English in real-world settings.

Vacation English **12 hours/week, varies per program**

CWC's Vacation English program offers flexible, short-term English instruction for students who want to improve their English without enrolling in a full-time program and do not require F-1 student status.

Students may select from available classes within CWC's English programs based on their interests, goals, proficiency level, and length of enrollment. Depending on class availability, students may study grammar, reading, listening, writing, speaking, or other available skill areas while participating in CWC's interactive and multicultural learning environment.

Vacation English gives students opportunities to practice English with classmates from around the world, strengthen selected language skills, and enjoy a meaningful educational experience. Enrollment is available on a temporary, part-time basis and is subject to class availability, placement requirements, and any applicable enrollment restrictions.

English Through American Culture **18 hours/week, 432 total hours**

CWC's English through American Culture program helps students improve their English while deepening their understanding of American culture and its relationship to language and communication. Through the study of cultural topics, students explore how American history, values, traditions, popular culture, and everyday life influence the way English is used and understood.

Students engage with a variety of materials and media from different time periods, which may include literature, music, film, news, and other cultural works. These materials provide a basis for discussion, interpretation, and the exchange of ideas while helping students expand their vocabulary, strengthen their speaking and listening skills, and communicate more effectively about cultural topics.

The program emphasizes active, self-directed learning. With guidance from the instructor, students investigate topics of interest, complete independent or collaborative projects, and share what they have learned through presentations and class discussions. This approach gives students greater responsibility for their learning while allowing them to contribute their own interests, experiences, and perspectives to the learning of the class.

LEVEL DESCRIPTIONS

Columbia West College offers four English language programs — English Speaking Success (ESS), Empowering English (EE), English Through American Culture (ETAC), and Vacation English — each designed to meet the diverse needs of our international student population. ESS is structured across four CEFR-aligned proficiency levels (Beginner through Advanced), and EE across five sequential levels (Beginner through Advanced); ETAC is a single-level program for advanced learners at the C1–C2 range, and Vacation English provides flexible, short-term access to CWC's class offerings. All programs are aligned with the Common European Framework of Reference (CEFR), which ensures internationally recognized standards for language proficiency measurement and progression. Students are placed in the appropriate program and level based on their results on the Cambridge Michigan Language Assessment online placement test (EPT), administered pre-arrival or upon arrival at CWC. Grounded in Communicative Language Teaching (CLT) methodology and techniques, CWC's instructional approach is designed to help students develop real-world fluency, accuracy, and confidence in English through dynamic, engaging, and student-centered learning experiences.

CWC uses the Common European Framework of Reference (CEF or CEFR) to help define the attainment of educational objectives of its students. CEF is a standard developed by the Council of Europe to establish international standards for language-learning, teaching, and assessment. The CEF Global Scale's six language ability levels (A1 – C2) help inform curriculum writers, and are becoming progressively more accepted throughout the ESL world. The CEF Global Scale is also recognized by the most well-known ESL publishers, such as Pearson-Longman, Oxford University Press, Cambridge University Press and Heinle Cengage, whose texts are used extensively at CWC.

The CWC Level Descriptor Chart

ESS - ENGLISH SPEAKING SUCCESS

Program: English Speaking Success	Performance Objectives
ESS BEGINNER CWC Level: Beg. I to VI CEF: A1 - A2 Grammar & Beyond - Book 1 / Prism Book 1 24 weeks of curriculum Prerequisite: Appropriate score on assessment test.	Grammar – Learners can: • Book 1 focuses on the basics of English grammar for beginner learners. • Students work on core structures such as verb be, subject pronouns, possessive adjectives, plural nouns, articles, this/that/these/those, there is/there are, simple present, prepositions of place, can/can't, countable and uncountable nouns, some/any, present continuous, and basic past forms. • The goal is to help students build a strong foundation for simple everyday communication. Reading – Learners can: • Understand very short texts on familiar everyday topics and identify basic information. • Read simple sentences and short passages using high-frequency grammar and vocabulary such as be verbs, personal information, simple present, and common nouns. Writing – Learners can: • Write simple sentences and short guided texts about themselves and familiar topics. • Use basic grammar accurately to introduce themselves, describe people and places, and complete short forms or personal information tasks. Listening – Learners can: • Understand familiar words, phrases, and very short conversations when spoken slowly and clearly. • Recognize basic grammar and vocabulary used in everyday situations such as greetings, introductions, routines, and simple descriptions. Speaking – Learners can: • Take part in simple conversations using basic grammar structures with support. • Ask and answer questions about personal information, daily routines, family, likes and dislikes, and familiar topics. • Use short phrases and simple sentences to describe themselves and immediate surroundings.
ESS INTERMEDIATE CWC Level: Int. I to VI CEF: A2 - B1 Grammar & Beyond - Book 2 / Prism Book 2 24 weeks of curriculum Prerequisite: Appropriate score on assessment test (new students) OR completion of Level 1 with grade of C or above (continuing students).	Grammar – Learners can: • Book 2 expands on the beginner base and helps students use English more accurately in familiar everyday situations. • The grammar typically moves into more control with present simple and present continuous, past simple forms, comparative and superlative adjectives, frequency adverbs, modal verbs, future expressions, and more practice with question forms and negative forms. • Students begin combining structures more confidently in short spoken and written texts. Reading – Learners can: • Understand short texts on familiar topics and identify main ideas and specific details. • Read simple passages that include common grammar points such as present and past forms, questions, frequency, and everyday vocabulary. Writing – Learners can: • Write short paragraphs and simple connected texts about familiar topics. • Use basic grammar accurately to describe daily routines, past experiences, preferences, and simple personal information. Listening – Learners can: • Understand clear speech about everyday topics, including routines, school, work, leisure activities, and personal experiences. • Recognize familiar grammar and vocabulary when people speak slowly and clearly in short conversations or simple recordings. Speaking – Learners can: • Take part in short conversations using basic grammar structures with more confidence and accuracy.

	- Ask and answer questions, describe routines, talk about past events, and express likes, dislikes, and opinions in simple ways. - Use learned language to communicate more naturally in familiar everyday situations.
ESS INTERMEDIATE PLUS CWC Level: Int. Plus I to VI CEF: B1 - B2 Grammar & Beyond - Book 3 / Prism Book 3 24 weeks of curriculum Prerequisite: Appropriate score on assessment test (new students) OR completion of Level 2 with grade of C or above (continuing students).	Grammar – Learners can: - Book 3 introduces more complex grammar that supports clearer expression and longer communication. - Students usually work on future forms, modals for advice, ability, obligation, and possibility, conditionals, passive voice, relative clauses, gerunds and infinitives, and more advanced sentence patterns. - The focus is on helping learners explain ideas, describe experiences, and communicate with greater accuracy and range. Reading – Learners can: - Understand longer texts on familiar and slightly more complex topics and identify main ideas, details, and basic inferences. - Read passages that include a wider range of grammar structures such as future forms, modals, conditionals, passive voice, and relative clauses. Writing – Learners can: - Write short connected paragraphs and simple compositions with more control and accuracy. - Use grammar more effectively to describe experiences, explain opinions, give reasons, and organize ideas into clear writing. Listening – Learners can: - Understand the main points and specific details in clear spoken English about everyday and academic-related topics. - Follow conversations and short talks that include more developed grammar and vocabulary, such as advice, plans, comparisons, and hypothetical situations. Speaking – Learners can: - Take part in more extended conversations using a broader range of grammar structures with increasing confidence. - Ask and answer questions, explain ideas, describe experiences, give opinions, and discuss future plans or possibilities. - Speak more clearly and naturally in familiar and semi-familiar situations using more accurate and varied language.
ESS ADVANCED CWC Level: Adv. I to VI CEF: B2-C1 Grammar & Beyond - Book 4 / Prism Book 4 24 weeks of curriculum Prerequisite: Appropriate score on assessment test (new students) OR completion of Level 3 with grade of C or above (continuing students).	Grammar – Learners can: - Book 4 develops higher-level grammar for more flexible and detailed communication. - Students work with advanced conditionals, perfect tenses, reported speech, passive structures, modals of deduction and speculation, emphasis structures, relative clauses in more complex forms, and other grammar needed for extended speaking and writing. - The book helps learners use English more naturally, accurately, and confidently across a wider range of contexts. Reading – Learners can: - Understand longer and more complex texts on familiar and semi-academic topics. - Identify main ideas, supporting details, writer's purpose, and some implied meaning in texts that use a wider range of grammar structures. Writing – Learners can: - Write organized paragraphs and short essays with clearer control of grammar and sentence structure. - Use a broader range of grammar to explain ideas, compare information, express opinions, and support points with reasons and examples. Listening – Learners can: - Understand the main ideas and important details in spoken English on familiar, academic, and real-life topics. - Follow longer discussions, explanations, and conversations that include more advanced grammar and vocabulary. Speaking – Learners can: - Participate in more extended conversations with greater confidence, accuracy, and control. - Use a wider range of grammar structures to explain opinions, compare ideas, describe experiences, and discuss abstract or future topics. - Speak more naturally in discussions, presentations, and everyday communication with increasing fluency.

EE - EMPOWERING ENGLISH

Program: Empowering English	Performance Objectives
Empowering English Beginner CWC Level: ESL 1 CEF: A1-A2 American English Files - Book 1 24 weeks of curriculum Prerequisite: Appropriate score on assessment test.	Grammar – Learners can: • Work with the foundations of beginner English, including verb be, subject pronouns, possessive adjectives, plural nouns, articles, this/that/these/those, prepositions of place, there is/there are, simple present, adverbs of frequency, can/can't, countable and uncountable nouns, some/any, present continuous, past simple of be, past simple regular and irregular verbs, and going to. These grammar points help students build a strong base for everyday communication. Reading – Learners can: • Understand short, simple texts, dialogues, and basic information on familiar everyday topics. • Read for main ideas and specific details in beginner-level materials that use the grammar and vocabulary covered in the book. Writing – Learners can: • Write simple sentences and short paragraphs about themselves, family, routines, interests, and daily life. • Complete guided writing tasks using basic grammar accurately and with increasing confidence. Listening – Learners can: • Understand familiar words, phrases, and short conversations spoken clearly and slowly. • Follow simple audio texts related to personal information, daily routines, shopping, places, and everyday situations. Speaking – Learners can: • Take part in simple conversations about personal details, family, routines, likes and dislikes, and past or future plans. • Ask and answer basic questions, describe people and places, and use beginner grammar to communicate clearly in familiar situations.
Empowering English Pre-Intermediate CWC Level: ESL 2 CEF: A2 - B1 American English Files - Book 2 24 weeks of curriculum Prerequisite: Appropriate score on assessment test (new students) OR completion of Empowering English Beginner with grade of C or above (continuing students).	Grammar – Learners can: • Build on beginner foundations with present simple and present continuous, past simple, future forms with going to and will, comparisons, countable and uncountable nouns, some/any, much/many, should, can/can't, and basic question forms. These grammar points help students communicate more confidently about daily life, routines, plans, and experiences. Reading – Learners can: • Understand short texts on familiar topics and identify main ideas and specific details. • Read simple passages, dialogues, and short articles that support the grammar and vocabulary covered in the course. Writing – Learners can: • Write short paragraphs and guided texts about familiar topics such as routines, experiences, preferences, and future plans. • Use learned grammar to write simple messages, descriptions, and connected sentences with greater accuracy. Listening – Learners can:

	• Understand clear speech on everyday topics, including plans, opinions, travel, shopping, and daily situations. • Follow short conversations and recordings that use familiar grammar and vocabulary. Speaking – Learners can: • Take part in simple conversations with more confidence and fluency. • Ask and answer questions, describe experiences, express opinions, and talk about future plans using learned grammar more naturally.
Empowering English Intermediate CWC Level: ESL 3 CEF: B1 - B1+ American English Files - Book 3 24 weeks of curriculum (2 x 12 weeks) Prerequisite: Appropriate score on assessment test (new students) OR completion of Empowering English Pre-Intermediate with grade of C or above (continuing students).	Grammar – Learners can: • Work with more developed structures such as present perfect, past simple vs. present perfect, past continuous, first conditional, second conditional, modals of deduction, passive voice, relative clauses, reported speech, and gerunds and infinitives. These grammar points help students express ideas more precisely and talk about experiences, possibilities, and opinions in greater detail. Reading – Learners can: • Understand longer texts on everyday and semi-academic topics. • Identify main ideas, supporting details, and basic inferences in materials that include more complex grammar and vocabulary. Writing – Learners can: • Write organized paragraphs and short compositions with clearer structure. • Use a wider range of grammar to explain ideas, compare information, give reasons, and express opinions. Listening – Learners can: • Understand longer conversations, discussions, and short talks on familiar and slightly more complex topics. • Follow spoken English that includes more varied grammar and vocabulary in everyday and academic-related contexts. Speaking – Learners can: • Participate in more extended conversations with greater confidence and accuracy. • Discuss experiences, future possibilities, opinions, and comparisons using a broader range of grammar structures.
Empowering English Intermediate Plus CWC Level: ESL 4 CEF: B2 American English Files - Book 4 24 weeks of curriculum (2 x 12 weeks) Prerequisite: Appropriate score on assessment test (new students) OR completion of Empowering English Intermediate with grade of C or above (continuing students).	Grammar – Learners can: • Develop control of more advanced structures such as perfect tenses, passive forms, modals of obligation and deduction, conditionals, reported speech, relative clauses, adjective clauses, narrative tenses, and more complex sentence patterns. These grammar points support more precise, flexible, and natural communication. Reading – Learners can: • Understand longer and more complex texts on familiar, academic, and real-world topics. • Identify the writer's main point, supporting ideas, and implied meaning in more demanding reading passages. Writing – Learners can: • Write clear, well-organized paragraphs and short essays. • Use a broader range of grammar to explain, compare, persuade, and support ideas with greater control. Listening – Learners can: • Understand the main ideas and important details in extended spoken English. • Follow discussions, interviews, presentations, and conversations that include more advanced grammar and vocabulary.

	Speaking – Learners can: - Express ideas more clearly and naturally in extended discussions. - Use a wider range of grammar to explain opinions, tell stories, describe experiences, and discuss abstract or future topics.
Empowering English Advanced CWC Level: ESL 5 CEF: C1 American English Files - Book 5 24 weeks of curriculum (2 x 12 weeks) Prerequisite: Appropriate score on assessment test (new students) OR completion of Empowering English Intermediate Plus with grade of C or above (continuing students).	Grammar – Learners can: - Refine their control of advanced grammar such as mixed conditionals, inversion, cleft sentences, advanced passive structures, perfect modals, discourse markers, articles, quantifiers, and complex verb patterns. These structures help students communicate with greater accuracy, nuance, and sophistication. Reading – Learners can: - Understand a wide range of texts, including academic, analytical, and real-world materials. - Interpret detailed information, recognize argument structure, and understand more subtle meaning in challenging passages. Writing – Learners can: - Write structured, coherent, and more detailed texts with better control of grammar and style. - Organize ideas clearly, support opinions effectively, and use language with more flexibility and precision. Listening – Learners can: - Understand extended speech on academic, professional, and everyday topics. - Follow nuanced conversations, explanations, and discussions that contain advanced grammar and natural spoken language features. Speaking – Learners can: - Participate in fluent, confident conversations across a wide range of topics. - Use advanced grammar to explain ideas, justify opinions, discuss abstract issues, and communicate with greater naturalness and precision.

English Through American Culture

Program: English through American Culture	Performance Objectives
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English through American Culture CWC Level: ESL 5, 6 CEF: C1, C2 24 weeks of curriculum Prerequisite: Appropriate score on assessment test.	American Culture & Values (Core Classes): • Understand a wide range of recorded and broadcast audio material, including some non-standard usage, and identify finer points of detail including implicit attitudes and relationships between speakers • Understand and interpret critically virtually all forms of the written language including abstract, structurally complex, or highly colloquial literary and non-literary writings • Understand in detail a wide range of lengthy, complex texts likely to be encountered in social, professional, or academic life, identifying finer points of detail including attitudes and implied as well as stated opinions • Employ a range of idiomatic expressions and colloquialisms with awareness of connotative levels of meaning • Summarize information from different sources, reconstructing arguments and accounts in a coherent presentation of the overall results • Formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers Electives: American Culture through Music: • Understand a wide range of recorded and broadcast audio material, including some non-standard usage, and identify finer points of detail including implicit attitudes and relationships between speakers • Employ a good command of a very broad lexical repertoire including idiomatic expressions and colloquialisms; shows awareness of connotative levels of meaning • Summarize information from song lyrics • Write clear, detailed, well-structured and developed descriptions and imaginative texts in an assured, personal, natural style appropriate to the reader in mind • Formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers American Culture through Literature: • Understand and interpret critically virtually all forms of the written language including abstract, structurally complex, or highly colloquial literary and non-literary writings. • Understand a wide range of long and complex texts, appreciating subtle distinctions of style and implicit as well as explicit meaning. • Appreciate the finer subtleties of meaning, rhetorical effect and stylistic language use in critical or satirical forms of discourse. • Recognize different stylistic means (puns, metaphors, symbols, connotations, ambiguity) and appreciate and evaluate their function within the text. • Readily appreciate most narratives and modern literary texts. • Understand and critically appraise contemporary and classical literary texts of different genres. • Go beyond the concrete plot of a narrative and grasp implicit meanings, ideas, and connections. • Read literary texts with ease. American Culture through Art: • Produce clear, smoothly-flowing, complex reports, articles or essays which present a case, or give critical appreciation of proposals or literary works. Can provide an appropriate and effective logical structure that helps the reader to find significant points. • Write a well-structured review of a paper or project, giving reasons for opinion. • Write a critical review of cultural events (including various forms of art). • Easily follow and contribute to complex interactions between third parties in group discussion even on abstract, complex unfamiliar topics. • Present a complex topic confidently and articulately to an audience unfamiliar with it, structuring and adapting the talk flexibly to meet the audience's needs. American Culture through American History:
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- Follow specialized lectures and presentations employing a high degree of colloquialism, regional usage or unfamiliar terminology.
- Understand long and complex factual texts.
- Scan texts for relevant information, and grasp main topic of text, reading almost as quickly as a native speaker.
- Produce clear, smoothly flowing well-structured speech with an effective logical structure that helps the recipient to notice and remember significant points.
- Present a complex topic confidently and articulately to an audience unfamiliar with it, structuring and adapting the talk flexibly to meet the audience's needs.
- Summarize information from different sources, reconstructing arguments and accounts in a coherent presentation of the overall results.

American Culture through Film & Television:

- Follow films and television programs employing a considerable degree of slang & idiomatic usage.
- Summarize information from different sources, reconstructing arguments and accounts in a coherent presentation of the overall result.
- Give clear, detailed descriptions of complex subjects. Can give elaborate descriptions and narratives, integrating sub themes, developing particular points and rounding off with an appropriate conclusion.
- Write clear, smoothly-flowing, and fully engrossing stories and descriptions of experience in a style appropriate to the genre adopted.
- Use a broad lexical repertoire including idiomatic expressions and colloquialisms; shows awareness of connotative levels of meaning.
- Formulate ideas and opinions with precision and relate contributions skillfully to those of other speakers.
- Write extensively and enhance positive impact on the reader through variation in style, use of advanced vocabulary, idioms, and humor.

American Culture through Current Events:

- Understand complex opinions/arguments as expressed in serious newspapers
- Understand and interpret critically virtually all forms of the written language including abstract, structurally complex, or highly colloquial literary and non-literary writings.
- Summarize information from different sources, reconstructing arguments and accounts in a coherent presentation of the overall result.
- Identify supporting detail from main points and can reconstruct arguments and accounts accurately, coherently, and concisely without including unnecessary detail.
- Understand a wide range of recorded and broadcast audio material, including some non-standard usage, and identify finer points of detail including implicit attitudes and relationships between speakers.
- Give clear, detailed descriptions of complex subjects.
- Present a clear, smoothly-flowing, description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
- Deliver announcements fluently, almost effortlessly, using stress and intonation to convey finer shades of meaning precisely.

PROGRAM	TUITION		STRF FEE ¹	APPLICATION FEE ²	TOTAL CHARGES ³
English Speaking Success	4 weeks	\$1,300	\$0.00	\$150	\$1,450
	12 weeks	\$3,700	\$0.00	\$150	\$3,850
	24 weeks	\$7,000	\$0.00	\$150	\$7,150
	48 weeks	\$12,480	\$0.00	\$150	\$12,630
English Through American Culture	4 weeks	\$1,300	\$0.00	\$150	\$1,450
	12 weeks	\$3,700	\$0.00	\$150	\$3,850
	24 weeks	\$7,000	\$0.00	\$150	\$7,150
	48 weeks	N/A	\$0.00	N/A	N/A
Empowering English	4 weeks	\$700	\$0.00	\$150	\$850
	12 weeks	\$1,800	\$0.00	\$150	\$1,950
	24 weeks	\$3,600	\$0.00	\$150	\$3,750
	48 weeks	\$7,200	\$0.00	\$150	\$7,350
Vacation English (morning)	4 weeks	\$1,000	\$0.00	\$150	\$1,150
	12 weeks	\$2,780	\$0.00	\$150	\$2,930
	24 weeks	\$5,250	\$0.00	\$150	\$5,400
	48 weeks	\$9,360	\$0.00	\$150	\$9,510
Vacation English (evening)	4 weeks	\$450	\$0.00	\$150	\$600
	12 weeks	\$1,050	\$0.00	\$150	\$1,200
	24 weeks	\$2,100	\$0.00	\$150	\$2,250
	48 weeks	\$4,200	\$0.00	\$150	\$4,350

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM

The estimated total charges for each educational program, when paid in full in advance, are as follows:

PROGRAM	TUITION	STRF FEE	APPLICATION FEE	TOTAL CHARGES ¹
English Speaking Success	\$24,960	\$0.00	\$150	\$25,110
English through American Culture	\$7,000	\$0.00	\$150	\$7,150
Empowering English	\$18,000	\$0.00	\$150	\$18,150
Vacation English (morning)	Varies	\$0.00	\$150	Varies
Vacation English (evening)	Varies	\$0.00	\$150	Varies

¹The Total Charges do not include book and materials fees, which vary by program.

REQUIRED FEES	
COS Processing Fee/Deposit	\$300
I-901 SEVIS Fee (F-1 Students only, paid to US government)	\$350
I-20 Processing and Mailing Fee (Non-refundable)	\$100-\$160 (varies by country)
Textbooks (Non-refundable)	Varies by program
Student ID Card (Non-refundable) (F-1 Students only)	\$20
OPTIONAL FEES	
Housing Placement Fee (Non-refundable)	\$200
Housing Deposit (Dormitory)	\$300
Airport Pick-up (One-way)	\$120
Tutoring	\$50 per hour
Level Up Test	\$10
Official Transcript	\$20
Enrollment Verification Letter	Current students: \$10, Alumni: \$20
Conditional Acceptance Letter	Varies by program
Late Tuition Payment Fee	\$10: up to 1 week late \$20: up to 2 weeks late \$30: up to 3 weeks late \$40: up to 4 weeks late
I-20 Reissuance Fee (Lost or change of start date)	\$30
I-20 Deferment/Extension/Correction Fee (Change of Status, Cancelled & Terminated)	\$100
F-2 Processing Fee (Per dependent)	\$50
Returned Check Fee	\$40

PAYMENT POLICIES

All charges are due in full on the first day of instruction, unless payment arrangements to the contrary have been made in advance with the administration. All students are required to sign an enrollment agreement upon enrollment, which will detail the tuition and all other charges owed for the program and the payment terms.

CWC may refuse to provide certain student services to students who have an outstanding balance. CWC may also refuse re-admission to any student who has left the institution without paying all outstanding balances.

STUDENT TUITION RECOVERY FUND DISCLOSURE

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 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.

GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT

GRADING SYSTEM

Student academic performance at CWC is evaluated using a combination of the following factors: classroom participation, homework and assessments. The weight assigned to each component will be specified in the syllabus for each class. Student grades and Grade Point Averages (GPAs) will be calculated as follows:

	Explanation	Percentage	Grade Point
A	Excellent	90-100%	4
B	Good	80-89%	3
C	Satisfactory	70-79%	2
D	Poor	60-69%	1
F	Failing	0-59%	0



TRANSCRIPTS

Official Transcripts are available upon request from the Registrar for a fee.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

General Requirements

Students must make satisfactory academic progress throughout their enrollment at Columbia West College. A student maintains Satisfactory Academic Progress when the student:

1. Maintains a minimum cumulative grade point average of 2.0, or a grade of C;
2. Maintains minimum cumulative attendance of 80 percent; and
3. Progresses through the program's academic proficiency levels in a sequential and timely manner.

Academic progress and attendance are formally evaluated at the conclusion of each four-week academic module and may be reviewed at other times as necessary. This policy is cumulative, includes all periods of attendance at CWC, and is applied consistently to all students enrolled in similar programs.

Attendance deficiencies are addressed under CWC's separate Attendance Policy. Academic deficiencies are addressed under the academic-probation process described below.

A student who accumulates consecutive absences reaching the applicable administrative-withdrawal threshold stated in CWC's Cancellation, Withdrawal, and Refund Policy will be automatically withdrawn in accordance with that policy.

PROGRAM CHART				
Program	Number of Levels	Modules Per Level	Hours Per Level	Total Program Hours
English through American Culture	1	6	432	432
English Speaking Success	4	6	432	1728
Empowering English	5	6	432	2160
Vacation English	N/A	N/A	N/A	N/A

Grades earned during each module are based on the student's completion of homework, assessments, participation, and other course requirements identified in the applicable course syllabus.

Academic Probation and Warning Process

When a student's cumulative grade point average falls below 2.0 for the first time, CWC will place the student on Academic Probation and provide the student with a First Academic Probation Warning. The warning will identify the academic deficiency, explain the consequences of continued failure to meet the required standard, and advise the student that immediate and sustained improvement is required.

Because a student whose cumulative GPA has fallen below 2.0 may not be able to restore the cumulative GPA to 2.0 within a single module, the student will not receive an additional warning as long as the student earns a module GPA of at least 2.0 during each subsequent four-week module.

While the student's cumulative GPA remains below 2.0, any subsequent module in which the student earns a module GPA below 2.0 will result in the next academic warning.

Academic Probation is evaluated in successive four-week modules. It begins when the First Academic Probation Warning is issued and continues until the student's cumulative GPA reaches at least 2.0 or the student is dismissed under this policy.

CWC follows this progressive warning process:

First Academic Probation Warning: Issued when the student's cumulative GPA first falls below 2.0.

Second Academic Probation Warning: Issued when, after receiving the First Academic Probation Warning and while the cumulative GPA remains below 2.0, the student earns a module GPA below 2.0 during a subsequent four-week module.

Final Academic Probation Warning: Issued when, after receiving the Second Academic Probation Warning and while the cumulative GPA remains below 2.0, the student again earns a module GPA below 2.0 during a subsequent four-week module. The Final Academic Probation Warning advises the student that another module GPA below 2.0, while the cumulative GPA remains below 2.0, will result in dismissal from CWC.

Academic probation warnings will be provided to the student in writing and maintained in the student's record. A student's failure to read, respond to, or acknowledge a warning does not invalidate the warning or prevent CWC from taking further action under this policy.

A student placed on Academic Probation is strongly encouraged to meet with the Chief Academic Officer or the Chief Academic Officer's designee to discuss the student's performance, available academic support, and the steps necessary to restore Satisfactory Academic Progress.

Academic Probation alone does not automatically result in termination of an F-1 student's SEVIS record. An F-1 student must nevertheless continue to pursue a full course of study and comply with all other requirements for maintaining F-1 status.

Removal from Academic Probation

A student will be removed from Academic Probation when the student's cumulative GPA reaches at least 2.0.

If the student's cumulative GPA later falls below 2.0 again, the academic-probation process will begin again with a First Academic Probation Warning.

Academic Dismissal

After receiving a Final Academic Probation Warning, a student will be dismissed from CWC if the student earns a module GPA below 2.0 during a subsequent four-week module while the student's cumulative

GPA remains below 2.0.

CWC will provide the student with written notice of dismissal. Any tuition adjustment or refund will be determined in accordance with CWC's Cancellation, Withdrawal, and Refund Policy.

For an F-1 student, a DSO will update the student's SEVIS record as required by federal regulations and SEVP procedures. This may include termination of the SEVIS record for the applicable reason. CWC's action does not itself revoke or cancel the student's visa, but it may affect the student's immigration status and ability to remain in, transfer within, travel from, or reenter the United States.

Academic Support and Learning Plans

A student who is not meeting SAP will be encouraged to use CWC's available academic-support and tutoring services. CWC may also assist the student in arranging private tutoring at the applicable hourly rate, if requested.

CWC will prepare and maintain a documented learning plan for a student who is required to repeat an academic level more than once. The learning plan will identify the academic deficiencies, the assistance or intervention to be provided, the performance expected of the student, and the timeframe for reviewing the student's progress.

Progression Through Program Levels

Students are expected to progress through CWC's academic proficiency levels in a sequential and timely manner.

A student may be permitted to remain in the student's current level beyond its normal length when CWC determines that doing so is academically appropriate because:

1. The student experienced a documented leave of absence or other interruption affecting academic progress;
2. The student has a documented learning need, disability, or other circumstance warranting additional instructional time; or
3. CWC determines, based on the student's assessments, performance, and documented learning plan, that additional study at the current level is academically appropriate.

The student must submit a request to the Chief Academic Officer. The Chief Academic Officer may review the student's academic record, consult the student's instructors, require an assessment, meet with the student, or request supporting documentation.

Any approval must be documented in the student's record and must identify the number of additional modules authorized and the academic basis for the decision.

A student may not remain in a program level for longer than twice its normal published length. Approval to repeat or extend a level does not permit the student to exceed CWC's maximum cumulative period of language training.

Maximum Period of Language Training

A student's cumulative period of language training at CWC may not exceed thirty-six (36) months.

Approved leaves of absence, medical leaves, and vacations are treated in accordance with CWC's Leave of Absence, Medical Leave, Vacation, and Transfer Policy when calculating the period of training.

Mitigating Circumstances

CWC may consider documented mitigating circumstances when applying the academic-probation and dismissal provisions of this policy. Mitigating circumstances may include a serious illness or injury, death in the student's immediate family, an approved leave of absence, or another extraordinary circumstance beyond the student's reasonable control that materially affected academic performance.

The student must provide supporting documentation when reasonably available and explain how the circumstances affected the student's academic progress.

Any relief granted must be academically reasonable, applied consistently, documented in the student's record, and accompanied by any conditions or learning plan required for the student to restore Satisfactory Academic Progress.

Appeals

A student may submit a written appeal of a determination that the student is not maintaining Satisfactory Academic Progress or of a dismissal for failure to maintain SAP.

The appeal must be submitted within five (5) business days after CWC provides the student with written notice of the determination or dismissal.

The appeal must explain and document, as applicable:

1. Any error in CWC's determination;
2. The mitigating circumstances that prevented the student from maintaining SAP;
3. The changes that have occurred or corrective actions the student will take that will allow the student to meet SAP requirements going forward; and
4. Any other information supporting the requested relief.

The appeal will be reviewed by the Chief Executive Officer or a qualified designee who was not responsible for the original dismissal decision. The reviewer may consult the Chief Academic Officer and other appropriate personnel but will make an independent determination.

CWC will provide the student with a written appeal decision within ten (10) business days after receiving the appeal and all required supporting documentation. The appeal decision is final.

Reinstatement Following Appeal

If an appeal is granted after academic dismissal, the student may be reinstated on Secondary Academic Probation for the following four-week module.

CWC will provide the student with an Learning Plan stating:

1. The academic standards the student must meet;
2. The academic-support measures or other required actions;
3. The timeframe within which improvement must occur; and
4. The conditions the student must satisfy to continue enrollment and complete the program successfully.

The student's performance and compliance with the Learning Plan will be evaluated at the end of the first module following reinstatement and at the conclusion of each subsequent module for as long as the plan remains in effect.

If the student fails to satisfy the terms of the Learning Plan, the student will be dismissed from CWC. CWC will provide written notice of the dismissal, and any tuition adjustment or refund will be determined in accordance with the Cancellation, Withdrawal, and Refund Policy.

For an F-1 student, reinstatement by CWC does not independently determine or restore immigration status. A DSO will update or address the student's SEVIS record in accordance with applicable federal requirements and SEVP procedures.

CERTIFICATE OF COMPLETION

Upon the successful completion of a given ESL level or Program and the fulfillment of all school policies, including all academic, attendance, financial and student conduct policies, the student will be given a certificate displaying the dates of attendance and the highest ESL level or Program completed.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CWC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution is/are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution

to which you may seek to transfer after attending CWC to determine if your certificate will transfer.

ACCEPTANCE OF TRANSFER CREDIT POLICY

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

ARTICULATION OR TRANSFER AGREEMENTS

CWC has entered into articulation or transfer agreements with the following institutions, which allow students who have successfully completed the advanced level of their ESL program at CWC to transfer to these institutions of higher education without the need to provide external proof of English proficiency (e.g., TOEFL or IELTS scores) as part of the application process:

4-year colleges/universities (Advanced Level completion): 1. California State University, Channel Islands 2. Carroll College 3. Colby-Sawyer College 4. Humboldt State University 5. Salisbury University 6. University of Texas at Tyler 7. West Texas A&M University	2-year colleges (Advanced Level completion): 1. Angeles College 2. El Camino College 3. Glendale Community College 4. San Mateo County Community College District 5. Santa Monica College 6. Advanced College
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ADMISSIONS INFORMATION

ADMISSIONS PROCESS

Admission to CWC's programs is granted to any student who can demonstrate that he/she meets CWC's admissions criteria. CWC does not discriminate on the basis of race, color, gender, religion, marital status, national origin or ancestry, physical or mental disability, medical condition, sexual orientation or any other consideration made unlawful by federal, state or local laws. CWC will make reasonable accommodation for special needs students, consistent with disability or other applicable laws. Students must specify their request for accommodation on the application for admission.

CWC does not accept Ability-to-Benefit students. CWC also does not require a minimum level of English proficiency for admission into its programs, as its programs are designed to provide English language instruction to its students.

The requirements for admission to CWC are as follows:

New F-1 Student Visa Applicants

1. Completed application for admission, including all supporting documents.
2. Copy of passport or other proof of citizenship in his/ her resident country.
3. Copy of diploma (or GED certificate or equivalent) and/ or transcript from high school and/or university.
4. Financial statements, such as bank statements or tax returns, proving sufficient financial resources to cover tuition and living expenses while studying at CWC (for the English Speaking Success program, currently >\$24,500 for a 1-year Form I-20, >\$13,600 for a 6-month Form I-20, >\$6,700 for a 3-month Form I-20. For the Empowering English program, currently >\$19,200 for a 1-year Form I-20, >\$10,000 for a 6-month Form I-20, >\$5,000 for a 3-month Form I-20).
5. Be 18 years of age. However, CWC will consider the applications of students under the age of 18 on a case-by-case basis if such student meets all other admissions criteria and the student's parent or guardian signs the application. If CWC accepts the student, the parent or guardian must also sign the enrollment agreement.
6. \$150 application fee (non-refundable) and \$75 to \$160 document mailing fee (non-refundable).

Transfer F-1 Student Visa Applicants

1. Completed application for admission, including all supporting documents.
2. Transfer Request form.
3. Copy of passport or other proof of citizenship in his/ her resident country, F-1 Student Visa and Form I-94.
4. Current Form I-20.
5. Copy of diploma (or GED certificate or equivalent) and/ or transcript from high school and/or university.
6. Financial statements, such as bank statements or tax returns, proving sufficient financial resources to cover tuition and living expenses while studying at CWC (for the English Speaking Success program, currently >\$24,500 for a 1-year Form I-20, >\$13,600 for a 6-month Form I-20, >\$6,700 for a 3-month Form I-20. For the Empowering English program, currently >\$19,200 for a 1-year Form I-20, >\$10,000 for a 6-month Form I-20, >\$5,000 for a 3-month Form I-20).
7. Be 18 years of age. However, CWC will consider the applications of students under the age of 18 on a case-by-case basis if such student meets all other admissions criteria and the student's parent or guardian signs the application. If CWC accepts the student, the parent or guardian must also sign the enrollment agreement.
8. \$150 application fee (non-refundable) and if applicable, \$75 to \$160 document mailing fee (non-refundable).
9. Copy of diploma (or GED certificate or equivalent) and/ or transcript from high school and/or university.
10. Financial statements, such as bank statements or tax returns, proving sufficient financial resources to cover tuition and living expenses while studying at CWC (for the English Speaking Success program, currently >\$24,500 for a 1-year Form I-20, >\$13,600 for a 6-month Form I-20, >\$6,700 for a 3-month Form I-20. For the Empowering English program, currently >\$19,200 for a 1-year Form I-20, >\$10,000 for a 6-month Form I-20, >\$5,000 for a 3-month Form I-20).
11. Be 18 years of age. However, CWC will consider the applications of students under the age of 18 on a case-by-case basis if such student meets all other admissions criteria and the student's parent

or guardian must also sign the enrollment agreement.

Applicants Seeking to Apply under Other Statuses

Applicants who do not have or are not seeking F-1 Student Visa status must provide proof of their legal status in the United States as part of the application process. Acceptable forms of documentation include the following:

- a) State driver's license and Social Security card
- b) Permanent resident card
- c) U.S. passport
- d) Proof of other valid visa status permitted to study in the United States

The Registrar must approve any other forms of documentation prior to the student being accepted for admission.

Additionally, in accordance with immigration regulations, applicants applying under a B-1/B-2 visa status or the ESTA visa waiver program may only enroll in CWC's Vacation Programs.

After submission of all required documents, CWC will notify the student of the admissions decision. Offers of admission are valid for six (6) months. If a student does not enroll and begin classes within this six-month timeframe, the admissions offer will expire, and the prospective student will need to reapply for admission. Previous admission does not guarantee future admission to CWC.

Admission is granted on an open enrollment basis. CWC offers instruction year-round, and a student may begin his/her program of study at the start of any four-week module.

Students who are denied admission may submit a written appeal to CWC's Registrar within ten (10) calendar days of the decision, but CWC does not promise or guarantee admission to anyone. Additionally, CWC reserves the right to deny admission to anyone who provides false admission information or who misrepresents his/her status for any admission standards.

STUDENT SERVICES

ACCOMMODATIONS

CWC offers housing assistance through its Homestay and Student Residence options, giving students the flexibility to choose accommodations that best fit their lifestyle, budget, and personal preferences.

The Homestay Program provides students with the opportunity to live with a local host family and experience American culture in a more direct and personal way. Placements are based on factors such as location, household arrangements, meal-plan preferences, and the needs of both the student and host family.

CWC's Student Residences offer a more independent living experience in well-appointed, fully furnished apartments with fully equipped kitchens. Depending on availability and price point, students may choose single, double, triple, or quad occupancy. These residences are intended to provide students with a comfortable and practical living environment during their studies.



Housing fees vary according to accommodation type, occupancy, location, amenities, and length of stay. All placements are subject to availability and applicable housing policies.



VISA SERVICES

CWC is SEVP-certified and authorized under Federal Law to enroll nonimmigrant students. For students wishing to enroll under this status, please refer to the Admissions Information section above or contact CWC for more information.

CWC will provide enrollment confirmation letters on behalf of students for a fee. Please refer to the Tuition and Fees section for current charges for this service.

OTHER STUDENT SERVICES

CWC offers the following additional student services:

- New student orientations
- Social and cultural/educational activities
- Free Workshops
- Academic and immigration issues advising
- Free and fee-based tutoring
- Informal personal counseling (CWC does not offer professional counseling services)
- Student of the Month recognition
- Free Wi-Fi Internet access and Computer Workstations
- Student Lounge
- Airport pick-up (for an additional charge)
- Discounted Metro passes

CWC does not provide placement assistance.

CWC POLICIES and DISCLOSURES

FINANCIAL AID AND LOAN REPAYMENT POLICIES AND PROCEDURES

CWC does not provide or offer any form of private, institutional, State or Federal financial aid and does not participate in any State or Federal financial aid programs.

If a student obtains a loan to pay for an educational program, the student is responsible for repaying the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

TITLE IV PARTICIPATION

CWC does not participate in Title IV funding.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligation, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. As described in greater detail below, after the end of the cancellation period, you also have the right to withdraw from CWC at any time and receive a pro rata refund if you have completed 60 percent or less, up to and including your last date of recorded attendance, of the scheduled instructional days in the applicable period of attendance.
2. Cancellation is effectuated when you provide written notice of cancellation by mail or hand delivery to the following address: Attn: Registrar, Columbia West College, 311 South Spring St., Suite 300, Los Angeles, CA 90013.
3. A written notice of cancellation sent by mail is effective when deposited in the mail, properly addressed with sufficient postage.
4. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled during the cancellation period described above, CWC will refund 100 percent of the amount paid for institutional charges, less the \$150.00 application fee. Any Student Tuition Recovery Fund assessment paid by or on behalf of the student will also be refunded as part of the 100 percent cancellation refund. CWC will issue the refund within 45 calendar days after the effective date of cancellation.
6. All monies will be refunded if CWC does not accept the applicant or cancels a program of study.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from CWC at any time after the cancellation period described above and receive a pro rata refund if you have completed 60 percent or less, up to and including your last date of recorded attendance, of the scheduled instructional days in the applicable period of attendance.

You may withdraw from CWC by providing written notice to the CWC Registrar by mail, hand delivery, or email. Notices sent by mail or delivered in person should be directed to: Attn: Registrar, Columbia West College, 311 South Spring St., Suite 300, Los Angeles, CA 90013. Notices sent by email should be directed to info@columbiawestcollege.edu. A student's withdrawal notice is effective on the date it is received by CWC.

Written notice of withdrawal is not required for CWC to determine that a student has withdrawn or to process any refund due.

The refund will be less the \$150.00 application fee. If you have completed more than 60 percent of the period of attendance for which you were charged, CWC will consider the tuition earned, and you will not receive a tuition refund.

For purposes of determining a refund under this section, a student will be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student provides CWC with written notice of withdrawal;
2. The student does not provide CWC with notice of withdrawal, whether written or verbal, and is absent for sixteen (16) consecutive scheduled class days in a program meeting four days per week, eight (8) consecutive scheduled class days in a program meeting two days per week, or thirty (30) consecutive calendar days, excluding scheduled breaks, whichever occurs first. In such a case, CWC will provide the student with written notice of administrative withdrawal. The effective date stated in CWC's notice of administrative withdrawal will be the student's last date of recorded attendance;
3. CWC is provided with a transfer form from another institution;
4. CWC provides the student with written notice of administrative withdrawal or termination for failure to maintain satisfactory academic progress, comply with the attendance policy, abide by the rules and regulations of the institution, or meet financial obligations to the institution, including the requirement to pay tuition and other charges owed for the program of study within thirty (30) days of the due date. For a school-initiated withdrawal not based on lack of attendance, CWC's written notice will state the effective date of withdrawal; or
5. The student fails to return from an approved leave of absence.

The refund owed equals the total charges paid by the student, less: (1) the daily tuition charge multiplied by the number of scheduled instructional days through the student's last date of recorded attendance; and (2) the \$150.00 nonrefundable application fee. The daily tuition charge is calculated by subtracting the \$150.00 application fee from the total institutional charge for the applicable period of attendance and dividing the remaining amount by the number of scheduled instructional days in that period. Scheduled instructional days before the student's last date of recorded attendance are included in the calculation even if the student was absent.

CWC will refund any credit balance on the student's account within 45 calendar days after the date of the student's withdrawal or CWC's administrative withdrawal.

The Student Tuition Recovery Fund assessment paid by or on behalf of the student is nonrefundable when a student receives a pro rata withdrawal refund.

Refund Processing and Documentation

For any refund resulting from a cancellation or withdrawal, CWC will provide the student with documentation identifying the refund amount, the method used to calculate the refund, the date the refund was issued, and the name and address of the person or entity to whom the refund was sent.

If any portion of a refund is sent to a third party on the student's behalf, CWC will provide the student, within 45 calendar days after the cancellation or withdrawal, with written notice identifying the amount refunded to each third party, the name of each third party, and the date of each refund.





THE STUDENT HANDBOOK

NONDISCRIMINATION POLICY

CWC is committed to providing equal access and opportunity to applicants and students in all institutional programs, activities, services, and facilities. CWC does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, gender, gender identity, gender expression, pregnancy, marital status, sexual orientation, physical or mental disability, medical condition, genetic information, citizenship, primary language, immigration status, or any other characteristic protected by applicable federal, state, or local law.

CWC will provide reasonable accommodations to qualified individuals with disabilities as required by applicable law. Questions or concerns regarding this policy should be directed to the Chief Operating Officer, who is responsible for overseeing its implementation.

STUDENT RIGHTS AND CONDUCT

Students have the right to:

- Receive high-quality instruction in a positive learning environment;
- Be treated courteously, fairly, consistently, and with respect by fellow students, faculty, and staff; and
- Participate in a learning environment free from conduct that threatens safety, materially disrupts instruction, or interferes with the rights of others.

Students are expected to conduct themselves responsibly, respect the rights, well-being, and property of all members of the CWC community, and comply with the rules, regulations, and policies stated in this Catalog and the Student Handbook.

Depending on the nature and severity of the conduct, CWC may impose disciplinary action, including a warning, disciplinary probation, suspension, or dismissal. Disciplinary decisions will be made consistently, without unlawful discrimination or retaliation, and with consideration of the available facts and circumstances.

Except when immediate interim action is necessary to protect persons, property, or the orderly operation of the institution, the student will be given notice of the alleged violation and a reasonable opportunity to respond before disciplinary action is imposed. The Chief Executive Officer or designee will determine the appropriate disciplinary action and ordinarily issue a written decision within ten (10) business days after receiving the information reasonably necessary to make the determination.

A student may appeal a disciplinary probation, suspension, or dismissal by submitting a written appeal and any supporting documentation to the Chief Executive Officer or designee within ten (10) business days after the disciplinary decision. The student may also request an in-person meeting. When reasonably practicable, the appeal will be reviewed by an administrator who did not make the original disciplinary decision. A written appeal decision will ordinarily be issued within ten (10) business days after receipt of the appeal or any requested meeting, whichever occurs later. The appeal decision is final.

CWC may impose an immediate interim suspension when there is reasonable cause to believe that the suspension is necessary to protect persons or property, prevent material disruption, or maintain order. A student placed on

interim suspension will receive prompt notice of the charges and an opportunity for a hearing within ten (10) calendar days after the suspension is imposed.

During an interim suspension, the student may not enter CWC premises without prior written permission from the Chief Executive Officer or designee, except to attend the disciplinary hearing or for another authorized purpose. Violation of an interim-suspension condition may result in additional disciplinary action, including dismissal.

Any adjustment of tuition or fees resulting from suspension or dismissal will be made in accordance with CWC's cancellation, withdrawal, and refund policy.

CONFIDENTIALITY AND ACCESS POLICY

CWC protects the confidentiality and security of student education records in accordance with applicable law and institutional policy. Although CWC is not subject to the Family Educational Rights and Privacy Act (FERPA), CWC follows comparable standards regarding student access to records, requests to correct records, and the disclosure of personally identifiable information.

Access to student records is limited to CWC employees and authorized representatives who require the information to perform legitimate institutional duties. CWC will not disclose personally identifiable information from a student's education records to an outside party without the student's signed and dated written consent, except as permitted or required by applicable law or institutional obligations. Written consent must identify the records that may be disclosed, the purpose of the disclosure, and the person or class of persons to whom the disclosure may be made.

CWC may disclose information without the student's consent when disclosure is permitted or required by law, including disclosures to authorized government agencies, accrediting organizations, school officials with a legitimate educational interest, or persons acting pursuant to a valid judicial order or lawfully issued subpoena. CWC may also disclose information when reasonably necessary to address a serious threat to the health or safety of the student or another person.

Students and former students may submit a written request to the Registrar to inspect and review their education records. CWC will arrange access within a reasonable period, ordinarily no later than forty-five (45) calendar days after receiving the request. Access may be provided by appointment or through another reasonable method.

Students and former students may request copies of records or transcripts from the Registrar, subject to any applicable fees identified in the Tuition and Fees section of this Catalog. CWC will not charge a fee merely to inspect records.

A student who believes that an education record contains information that is factually inaccurate, misleading, or otherwise improperly maintained may submit a written request for correction to the Chief Academic Officer or Registrar. The request should identify the information being challenged, explain the basis for the requested correction, and include supporting documentation when available.

If CWC determines that an administrative, clerical, or recording error occurred, CWC will correct the record as appropriate. If CWC declines to make the requested correction, it will provide the student with a written response. The student may then follow the grievance procedure described in the section entitled "Grievance Procedures—Other Matters." The student may also submit a written statement explaining the student's disagreement, which CWC will maintain with the disputed portion of the record.

A challenge to the academic judgment used to determine a grade is governed by CWC's academic appeal procedures and must be submitted within three (3) months after the final grade is issued. This deadline does not prevent correction of a clerical, calculation, or recording error.

CWC does not issue certified copies of transcripts or other official documents created by another institution. Students should request official copies directly from the institution that originally issued the document.

Questions concerning the confidentiality of, access to, or correction of student records should be directed to the Registrar.

STUDENT RECORDS POLICY

STUDENT RECORDS POLICY

CWC maintains a student file for each person who enrolls, whether or not the student completes the program. Student records are maintained accurately, securely, and in accordance with applicable California law and ACCET requirements.

CWC maintains each student's name, address, email address, and telephone number.

For at least five (5) years after the student completes or withdraws from a program, CWC maintains all pertinent records applicable to the student, including:

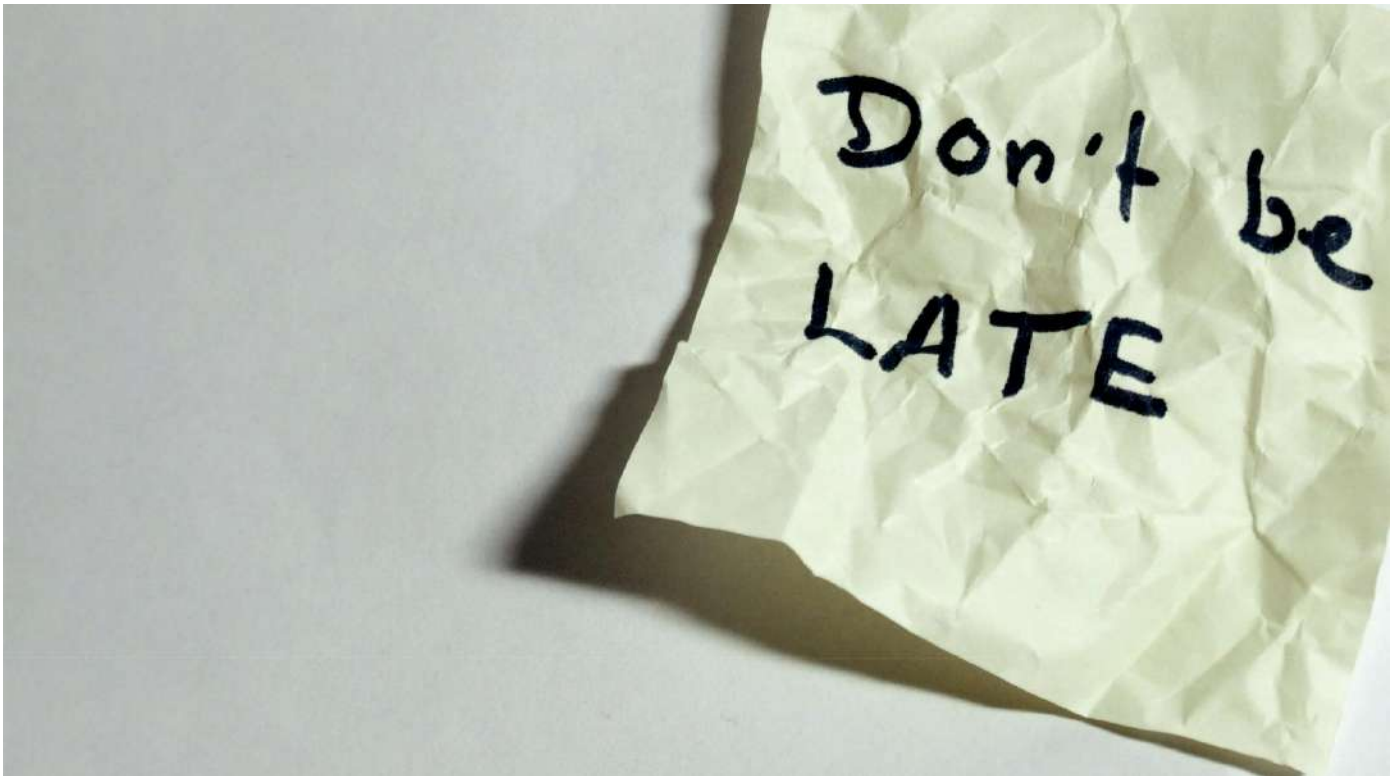
1. Documentation verifying high-school completion or equivalency, or other documentation accepted by CWC to establish eligibility for admission;
2. Records relevant to admission and placement, including placement-test results and other assessments used for admission or class placement, when applicable;
3. Copies of enrollment agreements and other documents signed by the student;
4. Records of enrollment, attendance, leaves of absence, withdrawal, transfer, and completion;
5. Academic records, including courses attempted or completed, grades, progress reports, and official academic notices or warnings;
6. Personal information voluntarily supplied by the student when such information is maintained by CWC;
7. Records of payments received from or on behalf of the student, including the amount and date of each payment;
8. Records relating to any cancellation or withdrawal, including the refund amount, the method used to calculate the refund, the date the refund was issued, and the name and address of the person or entity to whom the refund was sent;
9. Complaints submitted by the student and records relating to their resolution; and
10. Any other student records required by applicable law, accrediting standards, or CWC policy.

CWC permanently maintains a transcript for each student. The transcript includes, as applicable:

1. The educational program and courses attempted or completed;
2. The dates of attendance, completion, or withdrawal;
3. The grades earned in each course;
4. The certificate awarded and the date of award; and
5. CWC's name, address, website address, and telephone number.

Student records are maintained in California and stored in a manner designed to protect them from unauthorized access, loss, destruction, or damage. Current records are available for immediate reproduction. Records that are no longer considered current can be reproduced within two (2) business days, as required by applicable law.

Students and former students may request access to or copies of their records and transcripts by contacting the Registrar. The confidentiality, access, correction, and disclosure of student records are governed by CWC's Confidentiality and Access Policy. Any applicable copying or transcript fees are identified in the Tuition and Fees section of this Catalog.



ATTENDANCE POLICY (ALL PROGRAMS)

Regular attendance and active participation are essential to student progress at Columbia West College. All students are required to maintain cumulative attendance of at least 80 percent throughout their enrollment at CWC. Attendance is formally evaluated at the conclusion of each four-week academic module and may be reviewed at other times as necessary.

ATTENDANCE RECORDING

CWC records attendance through a QR code-based attendance system. Each student is issued a personal QR code and must scan the code on the classroom tablet at the beginning of each class period. Students may not scan another student's QR code or permit another person to scan their code. Misuse of the attendance system may result in disciplinary action, up to and including dismissal from CWC.

The system records the exact time of each scan and assigns a preliminary attendance status. Instructors review and confirm attendance records within twenty-four (24) hours after each class session. Corrections requested after the instructor's review require verification and DSO approval.

Students may review their attendance records through the student portal. A student who believes an attendance entry is incorrect must report the issue within forty-eight (48) hours after the class session. Requests submitted more than twenty-four (24) hours after the class session should include supporting information or documentation when available. CWC may correct an attendance record after the stated period when reliable information establishes that the original entry was inaccurate.

ATTENDANCE STATUS AND CALCULATION

Students are responsible for arriving on time, remaining in class for the entire class period, returning promptly from scheduled breaks, and completing the required attendance check-in.

Attendance is recorded and calculated as follows:

First Class Period

1. On Time: A student who completes the required QR code scan no later than fifteen (15) minutes after the scheduled beginning of the first class period receives full attendance credit. On Time attendance is assigned a value of 100 percent.
2. Tardy: A student who completes the required QR code scan more than fifteen (15) minutes but no more than thirty (30) minutes after the scheduled beginning of the first class period is marked Tardy. A Tardy is assigned a value of 66⅔ percent.
3. Absent: A student who completes the required QR code scan more than thirty (30) minutes after the scheduled beginning of the first class period, or who misses the class period entirely, is marked Absent. An Absence is assigned a value of 0 percent.

Subsequent Class Periods

1. On Time: A student who completes the required QR code scan no later than five (5) minutes after the scheduled beginning of a subsequent class period receives full attendance credit. On Time attendance is assigned a value of 100 percent.
2. Tardy: A student who completes the required QR code scan more than five (5) minutes but no more than fifteen (15) minutes after the scheduled beginning of a subsequent class period is marked Tardy. A Tardy is assigned a value of 66⅔ percent.
3. Absent: A student who completes the required QR code scan more than fifteen (15) minutes after the scheduled beginning of a subsequent class period, or who misses the class period entirely, is marked Absent. An Absence is assigned a value of 0 percent.

Early Departure—All Class Periods

A student who leaves any class period fifteen (15) minutes or less before its scheduled end is marked Left Early. A Left Early status is assigned a value of 66⅔ percent. A student who leaves class more than fifteen (15) minutes before the scheduled end of the class period will have their attendance changed to Absent.

Only one attendance value is assigned for each class period. If more than one attendance rule applies during the same class period, the status carrying the lowest attendance value will control.

Three (3) Tardies, Left Early statuses, or any combination of those statuses are equivalent to one (1) Absence. CWC's database calculates each student's cumulative attendance based on the attendance values assigned to each class period.

ABSENCES

All absences are included in the student's attendance calculation. CWC does not automatically remove an absence from the attendance record because the student provides an explanation, medical note, or other documentation.

A student experiencing a serious medical condition, emergency, or other circumstance that may qualify for a leave of absence should contact a DSO and review CWC's separate Leave of Absence Policy.

ATTENDANCE MONITORING AND WARNINGS

CWC's student database continuously calculates each student's cumulative attendance and tracks attendance warnings. Designated School Officials review attendance after the conclusion of each four-week academic module and may review attendance more frequently when necessary.

When a student's cumulative attendance falls below 80 percent for the first time, CWC will issue a First Attendance Warning. The warning will identify the attendance deficiency, explain the consequences of continued noncompliance, and advise the student that immediate and sustained improvement is required.

Because a student whose cumulative attendance has fallen below 80 percent may not be able to restore cumulative attendance to 80 percent within a single module, the student will not receive an additional warning as long as the student earns at least 80 percent attendance during each subsequent four-week module.

While the student's cumulative attendance remains below 80 percent, any subsequent module in which the student earns less than 80 percent attendance will result in the next attendance warning.

CWC follows this progressive warning process:

1. First Attendance Warning: Issued when the student's cumulative attendance first falls below 80 percent.
2. Second Attendance Warning: Issued when, after receiving the First Attendance Warning and while cumulative attendance remains below 80 percent, the student earns less than 80 percent attendance during a subsequent four-week module.
3. Final Attendance Warning: Issued when, after receiving the Second Attendance Warning and while cumulative attendance remains below 80 percent, the student again earns less than 80 percent attendance during a subsequent four-week module. The Final Attendance Warning advises the student that another module below 80 percent attendance, while cumulative attendance remains below 80 percent, will result in dismissal from CWC.

Attendance warnings are generated and maintained through CWC's student database and sent to the student by email. A DSO may also meet with the student or deliver the warning through another documented method. A student's failure to read, respond to, or acknowledge an attendance warning does not invalidate the warning or prevent CWC from taking further action.

DISMISSAL AND ADMINISTRATIVE WITHDRAWAL

After receiving a Final Attendance Warning, a student will be dismissed from CWC if the student earns less than 80 percent attendance during a subsequent four-week module while the student's cumulative attendance remains below 80 percent. Circumstances that may qualify for relief under another CWC policy will be considered under the applicable policy.

Additionally, a student who accumulates consecutive absences reaching CWC's administrative-withdrawal threshold will be withdrawn in accordance with the Cancellation, Withdrawal, and Refund Policy.

CWC will provide the student with written notice of an attendance-based dismissal or administrative withdrawal. Any tuition adjustment or refund will be calculated in accordance with CWC's Cancellation, Withdrawal, and Refund Policy.

F-1 STUDENTS

CWC is certified by the Student and Exchange Visitor Program to enroll F-1 students. Federal regulations require F-1 students enrolled in English-language training programs to pursue a full course of study and maintain their nonimmigrant status. CWC's 80 percent attendance requirement applies to all students, regardless of immigration status. Attendance noncompliance, however, may have additional immigration consequences for an F-1 student.

If an F-1 student is dismissed or administratively withdrawn for attendance noncompliance, a DSO will update the student's SEVIS record as required by federal regulations and SEVP procedures. This may include termination of the student's SEVIS record for the applicable reason. Termination of a SEVIS record generally means that the student is no longer maintaining F-1 status. CWC's action does not itself revoke or cancel the student visa, but it may affect the student's ability to remain in the United States, transfer to another institution, obtain immigration benefits, travel, or reenter the United States.

An F-1 student whose medical condition or other circumstances may interfere with the student's ability to attend classes or pursue a full course of study must contact a DSO before reducing or discontinuing attendance.

STUDENT LEAVE OF ABSENCE (LOA), MEDICAL LEAVE, VACATION AND TRANSFER POLICY

CWC recognizes that students may need a temporary break from their studies because of personal, family, medical, or other compelling circumstances. Leave, vacation, and transfer requests are evaluated in accordance with this policy, CWC's academic requirements and applicable federal regulations.

GENERAL REQUIREMENTS

A student must ordinarily submit a written request before the proposed beginning date of a leave or vacation. If unforeseen circumstances prevent advance submission, the student must contact CWC and submit the request as soon as reasonably possible and before reaching the administrative-withdrawal threshold stated in CWC's Cancellation, Withdrawal, and Refund Policy.

The student must submit the applicable request form to the Registrar and provide any supporting documentation required under this policy. CWC will document its approval or denial of each request and ordinarily provide a decision within seven (7) calendar days after receiving the completed request and required documentation.

The length and frequency of an approved leave or vacation must be reasonable within the structure of CWC's curriculum and must not unduly impede the student's academic progress.

CWC will not assess an additional fee for an approved leave, medical leave, or vacation and will not charge tuition for an approved General Leave of Absence or Vacation period. Any tuition adjustment or refund will be determined in accordance with CWC's Cancellation, Withdrawal, and Refund Policy.

GENERAL LEAVE OF ABSENCE

A General Leave of Absence is an authorized temporary absence from study. A student may request a General Leave of Absence because of bereavement, the serious illness of a spouse or family member, urgent family responsibilities, or another compelling personal circumstance.

An F-1 student approved for a General Leave of Absence must be outside the United States during the leave. The student is considered continuously enrolled with CWC during the approved leave, subject to applicable federal requirements. A General Leave of Absence for an F-1 student may not exceed five (5) months.

A student who is not in F-1 status may be approved for a General Leave of Absence while remaining inside or outside the United States, subject to this policy and any other legal requirements applicable to the student.

A student requesting a General Leave of Absence must:

1. Submit a completed Leave of Absence Request Form stating the requested beginning and return dates;
2. Explain the circumstances supporting the request and provide reasonable supporting documentation when available;
3. Demonstrate a reasonable expectation of returning to CWC within the requested period; and
4. Comply with any immigration-related instructions provided by a DSO.

An F-1 student who must remain in the United States to care for a seriously ill spouse, child, or other family member is not eligible for a General Leave of Absence solely on that basis. The student must consult a DSO before reducing or discontinuing attendance to determine whether another lawful option may be available.

MEDICAL LEAVE/REDUCED COURSE LOAD

A Medical Leave is a temporary reduction or interruption in study based on the student's own documented temporary illness or medical condition. An F-1 student may remain in the United States during an authorized Medical Leave when the leave is approved as a medical reduced course load in accordance with federal requirements.

A student requesting Medical Leave must:

1. Submit a completed Medical Leave Request Form before reducing or discontinuing attendance, unless unforeseen circumstances prevent advance submission;
2. Provide current documentation from a licensed medical doctor, licensed doctor of osteopathy, a licensed psychologist or licensed clinical psychologist supporting the need for the requested reduction or interruption in study; and
3. Receive written approval from CWC and, for an F-1 student, authorization from a DSO in SEVIS before reducing or discontinuing attendance.

CWC may approve Medical Leave for up to three (3) academic modules at a time, based on the medical documentation and the student's circumstances. For an F-1 student, the student must provide current medical documentation, and a DSO must reauthorize the medical reduced course load in SEVIS for each new term or session. Medical reduced course load authorization for an F-1 student is also subject to the maximum aggregate duration and other requirements established by federal law.

Medical Leave is available only when the student personally has the qualifying illness or medical condition. The illness or medical condition of a spouse, child, or other family member does not qualify an F-1 student for a medical reduced course load.

VACATION

Vacation is an approved temporary break from attendance during which the student is considered continuously enrolled and is expected to return to CWC on the approved return date.

A student requesting Vacation must:

1. Have completed at least six (6) consecutive academic modules at CWC before the Vacation begins;
2. Submit a written Vacation request at least seven (7) calendar days before the proposed Vacation start date;
3. Begin the Vacation at the conclusion of an academic module;
4. Demonstrate a reasonable expectation of returning by the approved return date;
5. Meet CWC's applicable academic and attendance requirements of at least 80 percent cumulative attendance and a minimum cumulative 2.0 grade point average;
6. Register for the first academic module following the approved Vacation; and
7. Pay a \$200 tuition deposit toward the first academic module following the Vacation.

The \$200 tuition deposit is advance tuition and will be credited in full toward the student's tuition for the first academic module following the Vacation. It is not a fee or tuition charge for the Vacation period. Any cancellation or refund of the tuition deposit will be determined in accordance with CWC's Cancellation, Withdrawal, and Refund Policy.

A student who has completed at least six (6) consecutive academic modules may be approved for Vacation of up to one (1) academic module. A student who has completed at least nine (9) consecutive academic modules without a break may be approved for Vacation of up to two (2) consecutive academic modules.

A student on Academic Probation requesting Vacation must have earned at least 80 percent attendance and a minimum 2.0 grade point average during each of the two (2) preceding academic modules, thereby demonstrating sustained improvement. All other Vacation requirements continue to apply.

RETURN FROM LEAVE OR VACATION

A student must return to class on the approved return date. A student returning after an interruption of more than four (4) weeks may be required to complete an English placement assessment so that CWC can determine the appropriate level of instruction.

A student who needs additional time must submit a written extension request before the approved return date. Approval is not automatic and is subject to this policy, the student's academic progress, supporting documentation, and applicable immigration requirements.

FAILURE TO REQUEST LEAVE OR RETURN AS SCHEDULED

A student who stops attending without submitting a timely request for leave or vacation is subject to the administrative-withdrawal thresholds stated in CWC's Cancellation, Withdrawal, and Refund Policy.

A student who does not return on the approved return date and does not receive an approved extension may be administratively withdrawn. CWC will provide the student with written notice of the administrative withdrawal.

Any tuition adjustment or refund will be determined under CWC's Cancellation, Withdrawal, and Refund Policy.

For an F-1 student, a DSO will update the student's SEVIS record as required by federal law and SEVP procedures. This may include termination of the SEVIS record for the applicable reason. CWC's action does not itself revoke or cancel the student's visa, but it may affect the student's immigration status and ability to remain in, transfer within, travel from, or reenter the United States.

TRANSFERS DURING VACATION

A student may submit a transfer request while on an approved Vacation. A student who elects to transfer instead of returning to CWC may not combine the Vacation period with any post-completion grace period or otherwise use the Vacation to delay enrollment at the transfer-in institution.

CWC will determine the applicable program completion or withdrawal date and SEVIS transfer-release date in accordance with the student's enrollment history and federal requirements. Once the student's SEVIS record is released, the approved Vacation with CWC ends.

Transfer procedures are described in CWC's separate Transfer-Out Policy below.

TRANSFER-OUT POLICY

A student who wishes to transfer from CWC to another Student and Exchange Visitor Program-certified institution must submit a written transfer request to a CWC Designated School Official at least fourteen (14) calendar days before the requested transfer-release date whenever practicable and provide evidence of acceptance by the transfer-in institution, the institution's SEVIS school code, the next available program start date, and the requested transfer-release date. A late or incomplete request may affect CWC's ability to process the transfer by the student's requested date.

CWC will review the request and process an eligible SEVIS transfer in accordance with federal requirements. The student must continue to comply with CWC's attendance, academic, and immigration-status requirements through the applicable completion, withdrawal, or transfer-release date.

The student is responsible for reporting to the transfer-in institution and beginning classes within the timeframe required by federal law. Failure to do so may affect the student's F-1 status.

A student whose SEVIS record has been terminated may not be eligible for a standard SEVIS transfer.

Any tuition adjustment or refund resulting from the student's withdrawal, completion, or transfer will be determined in accordance with CWC's Cancellation, Withdrawal, and Refund Policy.



STUDENT GRIEVANCE POLICY AND PROCEDURES

Grades

Grades submitted by instructors after the completion of a course are considered final. If a student disagrees with a grade received in a course, the student must first address any such grade dispute with his/her instructor verbally at the school during regular school hours or in writing. If the student is dissatisfied with the instructor's resolution of the issue, the student may next submit a written complaint concerning the issue to the Chief Academic Officer. The Chief Academic Officer will then render a decision regarding the grade dispute within ten (10) business days.

Satisfactory Academic Progress (SAP)

Students who have been administratively determined not to meet SAP requirements or whose enrollment has been terminated for failure to maintain SAP may appeal the decision by observing the procedure found in the section entitled Satisfactory Academic Progress (SAP) policy above.

Other Matters

For claims involving sexual harassment by a fellow student, instructor or staff member, the student may report his/her complaint verbally at the school during regular school hours or in writing to the Chief Operating Officer (COO), who will investigate and render a decision within ten (10) calendar days.

For all other matters, the student must report his/ her complaint verbally to CWC staff at the school during regular school hours or in writing, and a staff member

will notify the student of the school's decision within ten (10) business days.

If a complaint concerns the administrator ordinarily responsible for receiving or deciding the complaint, the student may submit the complaint to the Chief Executive Officer, who will designate an appropriate administrator to investigate and decide the matter.

Regardless of the nature of the complaint, one copy of the record of the complaint and its resolution will be kept in the student file and a second copy in CWC's formal complaint file.

If the student is not satisfied with the school's decision regarding any matter, the student has the right to file a complaint regarding the matter with the Bureau for Private Postsecondary Education. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

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. Note that ACCET will process complaints that involve ACCET standards and policies and, therefore, are 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 (e.g., current student, former student)

Please include copies of any relevant supporting documentation (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

Note: Complainants will receive an acknowledgement of receipt within 15 business days.

ADDITIONAL QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov.

NOTICE OF FINANCIAL STATUS

CWC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years and has not 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 (11 U.S.C. Sec. 1101 et seq.)

DISCLOSURE STATEMENT

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.