



# **CEL Catalog**

## **December 2025**

Period covered by this catalog: January 1, 2026 - December 31, 2026

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## Catalog

The Bureau for Private Postsecondary Education in the State of California requires the CEL school to publish the following information and to share it with prospective students. In addition to this information, students also receive a brochure and a California Enrollment Agreement.

## Catalog validity

This catalog is valid from Jan 1st until Dec 31, 2026. It can be obtained online at [www.englishcollege.com](http://www.englishcollege.com) as well as by requesting one from the school.

## Name and address of the school

CEL San Diego  
945 Hornblend Street, Suite G, 2nd floor  
San Diego, CA 92109  
Phone: +1 619 234 7466  
E-Mail: [info@englishcollege.com](mailto:info@englishcollege.com)  
Website: [www.englishcollege.com](http://www.englishcollege.com)

## Our mission and purpose

CEL's mission is to provide English language instruction and cultural enrichment experiences to speakers of other languages who want to improve their English skills for personal, professional, or academic reasons. Our educational programs take an integrated skills approach to language learning with a focus on communicative language teaching. We aim to establish a professional yet friendly atmosphere in our offices, common areas, and classrooms so that every student feels accepted into a friendly and supportive environment where learning can take place.

Our curriculum supports the two primary goals contained within our mission statement: 1. the goal of improving students' English skills for personal, professional, or academic reasons and 2. doing so using an integrated skills approach and the communicative approach. CEL limits class size to 12 in an effort to achieve a very intimate, friendly, and supportive learning environment as stated in our mission. We provide a wide range of services to support our students during their stay in a new country and city. The housing, activities, and friendly service from the CEL staff are offered to foster an enjoyable, comfortable, and safe stay while students learn English and explore a new culture and new city.

To ensure our policies are in alignment with our mission statement, we review our mission before making adjustments to policies or large scale changes in our academic programs and school operations. We collect input and feedback from a variety of sources including agents, students, and service providers as described below in our discussions on student needs analysis and monitoring of providers. We use this information to align the school goals as described in the mission with the goals of our students. In addition, CEL continually strives to implement policies that will enhance our students' educational and cultural experience, which is in alignment with our mission statement.

## CEL programs & course goals

CEL offers the following programs:

- General English: Integrated skills: speaking, grammar, listening, reading, writing, and vocabulary
- Language development: vocabulary and additional practice for all language skills

CEL cares deeply about the satisfaction of our clients. Some of our students apply directly to CEL, but most of our students book their courses through agents. Therefore, we consider both students and agents to be our clients, and consequently their opinions, requests and suggestions are of paramount importance.

We send each student a one week survey that they can submit any time during their stay to rate their satisfaction and to voice their opinions, suggestions or concerns. Additionally, each student is required to complete an exit survey. CEL reads with care every survey that we receive from our current and graduating students because these surveys help us gauge student satisfaction and allow us to identify ways to improve. We always maintain open communications with our clients and are happy to receive face-to-face feedback as well as emails or phone calls.

Agents are encouraged to contact the school at any time, and students always have direct access to staff and administrators on-site. We welcome their requests, concerns, and opinions because we are always looking for opportunities to grow, improve and better serve our clients. Additionally, the Marketing Director and the CEO meet with agents often throughout the year. Trends in comments, requests or suggestions may prompt us to change policies or curriculum and may lead to program creation or change in order to better suit the needs of our clients.

By carefully analyzing our student achievement data and monitoring trends in weekly feedback given by the Level Up Exam team and all teachers during the Monday faculty meetings, the education team is able to identify changes necessitated by a dynamic student body. Student populations, their language strengths and weaknesses, cultural and educational differences, and goals, inform our curricular design. We review and revise curriculum annually or more if warranted.

The course goals for General English courses are to achieve the corresponding proficiency level as defined by the CEFR scale (as seen in chart above). The course objectives and SLOs are aligned with each other and the CEFR scales and descriptors of proficiency. See the [2019 CEL General English Course Goals & Objectives and SLOs](#) document attached below.

For example, one marker of an A2 level student on the CEFR global scale is someone who “Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.” For the corresponding level at CEL (Basic B), one

of the course objectives for speaking is, “Students will participate in short social exchanges or exchanges of information related to familiar topics and activities with other classmates and the teacher.” This corresponds with one SLO for Speaking, “Students can ask and answer questions on simple and direct information related to familiar topics and activities,” and one for listening, “Students can identify and extract the main points in short, clear, simple discussions, conversations, etc.”

As you can see from the example, the SLOs describe an observable and measurable language skill, and its corresponding course objective guides instruction and lesson planning to address that particular skill which, in turn, permits the students to achieve the course goal.

CEL is an immersion school and supports the use of an eclectic blend of teaching methods, approaches, techniques and strategies. For example a teacher may approach grammar content using the audio-lingual method, the structural approach, or both. They may choose to incorporate Total Physical Response (TPR) into an activity or lesson, or teachers can design a task-based language learning activity to reinforce target vocabulary or build specific speaking interaction skills. However, at the center, all of our programs take an integrated skills approach to language learning. Every program focuses on developing the four skills: speaking, listening, reading, and writing. Additionally, the programs are student-centered and frequently use the communicative language teaching method.

### **General English**

The objectives of the General English Course are to help students use English with accuracy and confidence. There are six course levels: Basic A (A1), Basic B (A2), Intermediate A (B1), Intermediate B (B2), Advanced A (C1) and Advanced B (C2). The cost of this course will vary depending on the number of weeks for which you enroll. Please refer to the CEL website and price list documents for the specific cost of the period for which you enroll.

Every level has a duration of 10 weeks (150 clock hours). Students will have to take a written and oral exam to progress to the next level. They need to pass all parts of the final level exam.

### **Elective Courses**

In addition to General English, CEL offers elective courses designed to supplement students’ language development and support specific academic or professional goals. These electives may include:

- TOEFL Preparation
- Cambridge Exam Preparation (FCE, CAE)
- Academic English
- Career English (e.g., Business Communication, Project Management, AI, etc.)

Elective courses are offered as optional components of a student's overall program of study and are not standalone programs. Availability of specific electives may vary based on scheduling and enrollment.

Participation in elective courses may be included in the student's selected program intensity or may require additional tuition, depending on the course schedule and structure.

Elective courses do not lead to a separate certificate, diploma, or credential. All coursework completed, including electives, is reflected in the student's transcript and may be included in the Certificate of Participation, where applicable.

## Program Completion

The programs offered by the College of English Language (CEL) are non-degree, non-credit English language training programs. These programs are not designed to lead to a formal degree or diploma, and therefore do not have a defined "program completion" outcome. Students progress through levels based on demonstrated language proficiency but are not considered to have completed a program in the traditional academic sense.

## Requirements for Certificate of Participation

Students are eligible to receive a Certificate of Participation upon meeting the following requirements:

- Maintain a minimum cumulative attendance of **85%**
- Remain in good academic standing
- Complete the enrolled course period

CEL issues a **Certificate of Participation** upon successful completion of an enrolled course period, subject to the requirements outlined above.

The Certificate of Participation includes:

- Student name
- Dates of attendance
- Course level achieved (based on CEFR alignment)
- Final attendance percentage

This certificate does not represent the completion of a degree or vocational program and is not intended to qualify students for employment.

## California State approval

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

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 or by visiting <https://www.osar.bppe.ca.gov/>.”

## California Bureau of Private Proprietary Education information

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 N. Market Blvd. Suite 225 , Sacramento, CA 95834, Website address [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone and fax numbers (888)370-7589 or by fax (916)263-1897; (916)431-6959 or by fax (916)263-1897.

## Catalog review

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.

## Location of class sessions

All classes are held at 945 Hornblend Street, 2nd floor, San Diego CA, 92109, USA.

## Faculty qualifications

All teachers must have earned a bachelor’s degree and TEFL, CELTA, or TESOL certification.

Experience requirements: As for experience requirements, one year of comparable teaching experience is preferred. Novice teachers will receive additional support, monitoring, and guidance during their first year at CEL. Exam preparation teachers must have additional training or experience related to the exam that they will be preparing students for.

Proficiency requirements: All teachers must be native speakers with the exception of the Basic A course. Non-native speakers will have to demonstrate near native language proficiency by attaining a master's degree or higher in English or TEFL/TESOL.

Faculty are required to have a TEFL, CELTA, or TESL certificate, as well as a bachelor's degree. CEL adheres to these requirements to employ teachers with the skills to best teach ESL students and to fulfill the academic portion of our Mission. In addition, CEL asks that all faculty are native English speakers in order to better educate students on the American language and culture. Our exception to that rule is for the Basic A course, for which a teacher needs to meet the proficiency requirements stated above. We believe that at this level a proficient speaker is equally as effective as a native speaker. Exam preparation teachers are required to have further training and/or experience in order to be sure they are fully capable of meeting the course SLOs.

## Admissions Policies

In order to ensure that the school only enrolls students who are qualified and who can benefit from the school's programs, the following admissions criteria are adopted. To be admitted to the school, an applicant should meet the following requirements:

1. Students must be 16 years old or older
2. Students must complete an application form, sign and pay in full or prove financial responsibility when booking through a representative in order to enroll.
3. Students must be given this catalog, and School Performance Fact Sheet.
4. Passports and other pertinent documents must be reviewed and signed upon arrival.
5. 12 students per class maximum.
6. Students who would like to study 18 hours or more a week need to have a student visa
7. Students traveling on a tourist waiver or B1/B2 visa should only be enrolled for less than 18 hours a week
8. Required levels of English
  - a. General English: no previous knowledge of English required
  - b. Electives
    - i. Cambridge Exam Preparation CAE: a C1 level of English is required
    - ii. TOEFL Exam Preparation: a C1 level of English is required
    - iii. English for Career Skill elective: a C1 level of English is required
    - iv. English for Academic Purposes: a C1 level of English is required
  - c. The level of English will be tested before the enrollment to ensure that applicants have the necessary level of English to participate and succeed in the program

## Language Proficiency Requirements

There is no minimum level of English language proficiency. All instruction is in English. A test will be given online prior to the first day to determine the students' ability to benefit and level placement.

## Federal and state financial aid programs

CEL does not participate in any U.S. federal and state financial aid programs. If a student obtains a loan he or she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. CEL does not participate in any federal student financial aid funds, but a student is entitled to a refund of the monies not paid from federal student financial aid funds.

## Student tuition recovery fund

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. Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

<https://bppe.ca.gov/lawsregs/strf.shtml> (5, CCR Section 76120)

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 N. Market Blvd. Ste. 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 574-8900 or by fax (916) 263-1897.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 9
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 you 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 non-collection 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. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## Transferability of credits and credentials

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

The College of English Language (CEL) does not award academic credits, degrees, or diplomas. CEL issues a Certificate of Participation upon meeting the requirements outlined in this catalog.

The acceptance of the Certificate of Participation is at the complete discretion of any institution to which you may seek to transfer. If the certificate is not accepted by 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 CEL to determine whether the Certificate of Participation will be recognized.

## Accreditation

Commission of English Language Accreditation is a specialized accrediting agency which focuses on post-secondary intensive English language programs and institutions. In order to obtain such accreditation through CEA, language schools are provided with a systematic approach by which institutions are able to demonstrate their compliance through accepted standards, and continuous improvement to assist schools in providing an environment with the highest level of learning for all students.

CEA is a recognized accreditor by the US Secretary of Education. In doing so, the US Secretary determines the quality of education or training provided by the CEA accredited institute is reliable and provides the highest level of education.

The College of English Language strives to guarantee the highest possible quality of services to our clients. In order to properly meet these standards, our services are regularly evaluated to meet accreditation requirements set by bodies such as the United States Student and Exchange Visitor Program (SEVIS).

As an accredited institution, CEL is qualified to issue I-20's to welcome students from all around the world with an F1 student visa.

## Standards for student achievement & Attendance

### **Advancement**

It generally takes 8 -12 weeks for students taking 20 lessons per week to master a level. Every two to four weeks you will have a progress check and your teacher will talk to you about your progress and your course. If you have not mastered the required material, you may stay in a particular level until you pass the level test and complete the requirements for that level.

### **Final Transcript and Certificate**

Upon completion of their enrolled course period, students will receive a final transcript showing:

- Dates of attendance
- Level achieved (CEFR aligned)
- Attendance percentage

Students who meet the requirements outlined in the “Requirements for Certificate of Participation” section will receive a Certificate of Participation.

CEL does not issue degrees, diplomas, or certificates of completion.

## Facilities, equipment and materials

Our current facilities were designed and built out for CEL, which has allowed our school to ensure the facilities best meet our needs. CEL classrooms were designed to fit 12 students as we limit the number of students to 12 per classroom. We have a student lounge with computers equipped with Internet and free wireless Internet access to our students throughout the school. In the last year, we added additional work areas and more classrooms due to increased student enrollment. We have a classroom with sliding partition doors to enable us to use the space in a flexible manner. During our high season we utilize our classroom space with both morning and afternoon classes to ensure our small class sizes and appropriate use of space throughout our facilities.

## Total charges - Estimated schedule of total charges

	LESSONS/ WEEK	ELECTIVES PER WEEK	VISA TYPE	PRICES PER WEEK				
				1-6	7-12	13-19	20-29	30+
General English 20 - GE20	20	0	ESTA/Tourist Visa	\$370	\$360	n/a	n/a	n/a
General English 23 - GE23	23.75	1	ESTA/Tourist Visa	\$410	\$400	n/a	n/a	n/a
General English 24 - GE24	24	1	F1 Student Visa	\$410	\$400	\$380	\$340	\$320
General English 28 - GE28	28	2	F1 Student Visa	\$460	\$450	\$430	\$390	\$370

Registration fee: \$150 (needs to be paid once per booking) - Learning materials: \$10/week (needs to be added to all courses)

	LESSONS/ WEEK	ELECTIVES PER WEEK	VISA TYPE	PRICES PER WEEK				
				1-6	7-12	13-19	20-29	30+
English Plus Career Development Skills 23 - GE20 + CD3	20+3.75	1	ESTA/Tourist Visa	\$410	\$400	n/a	n/a	n/a
English Plus Career Development Skills 24 - GE20 + CD4	20+4	1	F1 Student Visa	\$410	\$400	\$380	\$340	\$320
English Plus Career Development Skills 28 - GE20 + CD8	20+8	2	F1 Student Visa	\$460	\$450	\$430	\$390	\$370

Registration fee: \$150 (needs to be paid once per booking) - Learning materials: \$10/week (needs to be added to all courses)

	LESSONS/ WEEK	ELECTIVES PER WEEK	VISA TYPE	PRICES PER WEEK				
				1-6	7-12	13-19	20-29	30+
Academic English 23 - GE20 + AE3	20+3.75	1	ESTA/Tourist Visa	\$410	\$400	n/a	n/a	n/a
Academic English 24 - GE20 + AE4	20+4	1	F1 Student Visa	\$410	\$400	\$380	\$340	\$320
Academic English 28 - GE20 + AE8	20+8	2	F1 Student Visa	\$460	\$450	\$430	\$390	\$370

Registration fee: \$150 (needs to be paid once per booking) - Learning materials: \$10/week (needs to be added to all courses)

	LESSONS/ WEEK	ELECTIVES PER WEEK	VISA TYPE	PRICES PER WEEK				
				16				
Global Pathway 28 - GE20 + GP8	20+8	2	F1 Student Visa	\$6,880				

Registration fee: \$150 (needs to be paid once per booking) - Learning materials: \$10/week (needs to be added to all courses)

	LESSONS/ WEEK	ELECTIVES PER WEEK	VISA TYPE	PRICES PER WEEK				
				1-6	7-12	13-19	20-29	30+
TOEFL Exam Preparation 23 GE20+TOEFL3	20+3.75	1	ESTA/Tourist Visa	\$410	\$400	n/a	n/a	n/a
TOEFL Exam Preparation 24 GE20+TOEFL4	20+4	1	F1 Student Visa	\$410	\$400	\$380	\$340	\$320
TOEFL Exam Preparation 28 GE24+TOEFL4	24+4	2	F1 Student Visa	\$460	\$450	\$430	\$390	\$370
Cambridge Exam Preparation CAE 23 GE20+CAE3	20+3.75	1	ESTA/Tourist Visa	\$410	\$400	n/a	n/a	n/a
Cambridge Exam Preparation CAE 24 GE20+CAE4	20+4	1	F1 Student Visa	\$410	\$400	\$380	\$340	\$320
Cambridge Exam Preparation CAE 28 GE24+CAE4	24+4	2	F1 Student Visa	\$460	\$450	\$430	\$390	\$370

Registration fee: \$150 (needs to be paid once per booking) - Learning materials: \$10/week (needs to be added to all courses).  
Cambridge Exam Fee (optional): \$425

## PROGRAM COSTS:

\$ \_\_\_\_\_ Tuition  
 \$ \_\_\_\_\_ Registration Fee (non-refundable)  
 \$ \_\_\_\_\_ California Student Tuition Recovery Fund Fee (non-refundable) (calculated at \$0.0 per \$1000)  
 \$ \_\_\_\_\_ Other Charges for \_\_\_\_\_  
 \$ \_\_\_\_\_ Charges paid to an entity other than CEL that is specifically required for participation in the educational program  
 \$ \_\_\_\_\_ TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE  
 \$ \_\_\_\_\_ ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM  
 \$ \_\_\_\_\_ TOTAL CHARGES YOU ARE REQUIRED TO PAY ON ENROLLMENT

Tuition ranges from \$320 to \$460 per week depending on program intensity and duration. A typical 12-week General English program costs approximately \$4,200 in tuition, plus a \$150 registration fee.

## Library and learning resources

CEL provides an onsite library equipped with learning materials and resources for every offered program to support students during their stay. The library contains additional exercise books for the different programs.

CEL offers the latest facilities and learning resources for students and free Wi-Fi. All facilities are available for students to access during business hours.

# Student grievances Policy

CEL is committed to providing a positive educational experience for all students. Students are encouraged to address any concerns promptly using the following grievance procedure.

## Informal Resolution

Students are encouraged to first discuss any concerns with the appropriate staff member:

- Academic concerns: Instructor or Academic Department
- Housing concerns: Housing Department
- General concerns: Student Services or Administration

Most concerns can be resolved at this level.

## Formal Grievance Procedure

If the concern is not resolved informally, the student may submit a formal complaint.

### 1. **Written Complaint**

The student must submit a written complaint to the School Director or designated administrative staff. Complaints may be submitted in writing via email or delivered to the school's administrative office.

The complaint should include:

- Student name
- Description of the issue
- Date(s) of occurrence
- Any supporting documentation

### 2. **Review Process**

The school will review the complaint and may request additional information if necessary.

### 3. **Response Timeline**

The institution will provide a written response within **10 business days** of receiving the complaint.

### 4. **Resolution**

The school will make reasonable efforts to resolve the complaint in a fair and timely manner.

## Housing Complaints

Housing-related complaints may be addressed directly with the Housing Department. Reported issues will be investigated and addressed promptly. If a housing concern is not resolved, students may escalate the issue through the formal grievance procedure outlined above.

## External Complaint Process

If the student is not satisfied with the outcome of the institution's grievance process, the student may contact:

### **Bureau for Private Postsecondary Education (BPPE)**

Phone: (888) 370-7589

Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

A complaint may be filed at any time with the Bureau.

## Additional Notes

- Students are not subject to retaliation for filing a complaint.
- All complaints are maintained in accordance with institutional record retention policies.

## Any unanswered 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 N. Market Blvd. Ste 225, P.O. Box 980818 West Sacramento, CA 95798-0818, ([www.bppe.ca.gov](http://www.bppe.ca.gov)), ((888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897).

## Bankruptcy

CEL does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition 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. Section 1101 et seq.).

## Transfer agreement

CEL has not entered into any transfer agreement.

## Placement Services

CEL does not offer courses designed to lead to a particular career, occupation, vocation, job or job title. Our students are not eligible for employment in the USA and/or do not move on to jobs in the USA that are related to their study in our English Language program.

## ESL Language services

CEL does not provide any translators.

## Degree programs

CEL does not offer any degree programs

## Credits

CEL doesn't grant any credits.

## STUDENT'S RIGHT TO CANCEL

You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation must be made in writing. If cancellation is received prior to the program start date, the following will apply:

- Cancellation received 3 days or more before the start date: the registration fee will be retained.
- The institutional cancellation fee will not exceed \$250.

All cancellations must be submitted in writing to the CEL Admissions and Housing office.

## REFUND POLICY (CANCELLATION AFTER START DATE)

If you cancel your course within your first class session or the 7th day after enrollment, whichever is later your institutional cancellation fee amount will not exceed \$250.

Course: Students may withdraw from a course at any time of the scheduled program. Tuition will be refunded on a prorated basis based on the student's last date of attendance.

The date of withdrawal shall be the last date of recorded attendance or the date written notice is received by the institution, whichever is later.

Refunds will be processed within 30 days.

## Housing information

CEL provides housing for our students. You can choose between homestay and residential accommodation.

Category	Room types	Distance to CEL	Weekly price range
Homestay	Twin or single	Max. 75 minutes by public transportation	\$290 - \$520
Premium Homestay	Twin or single	Max. 35 minutes by public transportation	\$450 - \$520
CEL Shared Apartment Standard	Twin or single	10 - 20 minutes by public transportation	\$270 - \$630
CEL Shared Apartment Premium	Twin or single	20 minutes by public transportation	\$340 - \$820
CEL Shared Apartment Superior Pacific Beach	Twin or single	25 minute walk	\$390 - \$920

For more information on housing, please visit our website.

## CEL building

CEL is situated in the Pacific Beach neighborhood of San Diego. It is close to shops, restaurants and public transportation.

We have 14 modern classrooms, equipped with the latest technology such as TV's and sound systems for easy audio-visual learning. Students are able to enjoy free Wi-Fi, air conditioning, a lounge with access to several computers for personal use or self-study and a rooftop patio with breathtaking views of the city.

In order to achieve maximum academic success, classes are kept small with an average of 6 - 7 students and a maximum of 12 students per class. Our staff is composed of experienced teachers who are eager to support students to achieve mastery of the English language. Interactive methods of teaching engage students in the learning process to help them communicate effectively and with confidence. Our Student Services, Admissions & Housing teams are always available on site and happy to help students with any inquiries.

## Leave of absence/Vacation

Who can take a vacation?

Students who want to take a vacation must:

- Attend at least 12 weeks of class without any other breaks/vacation
- Have an attendance of 84.6 or higher

What about my accommodation?

Your accommodation cannot be extended or moved to be added on your booked stay. Accommodation fees/tuition are non-refundable.

How is vacation time earned?

Vacation is earned as follows:

- 12 weeks of attendance = maximum 3 weeks of vacation
- 24 weeks of attendance = maximum 4 weeks of vacation

When does the 12 weeks begin?

The 12 weeks begins on the first day back to school after any other vacation (to your home country, within the US, or anywhere else). If you have not taken any other vacation, the 12 weeks begins on your first day of school.

Can I divide my vacation time into smaller vacations?

No, you must take your vacation weeks off at one time.

I am returning to my home country for several months, can I take any vacation time before?

You can return any time to your home country for up to 5 months. Students who wish to go home can take a week of vacation time before they leave in order to prepare for travel.

## Probation and dismissal policies

A student who fails to meet CEL's academic standards for two consecutive quarters can be dismissed. He/she may apply for readmission and will be placed on "academic probation status" during the first quarter. CEL reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the CEL standards and/or who fails to abide by the rules and regulations of CEL . Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog

## Visa

All students who wish to study on an Intensive Plus or Super schedule must secure an F-1 Student Visa at their local U.S. Consulate before traveling to the U.S. CEL is authorized to issue a Certificate of Eligibility (Form I-20) to qualifying students for full-time study. Students use the I-20 form to apply for an F-1 Student visa. CEL does not charge fees for providing the I-20 form. Participants are responsible for paying any third party fees associated with obtaining a visa. CEL has no responsibility for any participant's entry, exit, or status while traveling to, from, or within the US, and that all travel documents are the responsibility of the participant.

## Policy on the retention of student records

CEL maintains records for each student who is or has been enrolled in a CEL program. These records include, but are not limited to, student identification information, academic progress, and eligibility for a Certificate of Participation.

Student records are maintained for a minimum of seven (7) years.

Transcripts are maintained permanently, and students may request a duplicate transcript or certificate at any time at no cost, provided they were in good standing during their enrollment.

For each student awarded a Certificate of Participation, CEL maintains permanent records of the following:

- The certificate granted and the date it was issued
- The courses on which the certificate was based
- The grades or evaluations earned by the student in those courses