

# **INX Academy**

**(San Diego)**

**School**

**Catalog**

(January 1, 2025-December 31, 2025)

**2555 Camino Del Rio South**

**Suite 150**

San Diego, CA

92108

<http://SanDiego.Internexus.edu>

CEA Accredited

## Catalog Instructions

This catalog is available on our website at <http://sandiego.inter nexus.edu/>.

INX Academy Campus Locations

### **INX Academy Mission Valley (Main Location)**

2555 CAMINO DEL RIO S STE 150  
SAN DIEGO, CA 92108-3704  
1-619-291-3304 or 619-972-1759

### **INX Academy CMU**

#### **California Miramar University (Satellite Location)**

3550 Camino Del Rio N #208,  
San Diego, CA 92108  
1-619-291-3304

Effective Dates of this Catalog.

January 1, 2025 - December 31, 2025

### **BPPE Approval Notice**

This institution is a private institution, and it is approved to operate by the Bureau for Private Postsecondary Education. The approval to operate means the institution is in compliance with state standards, and the institution is licensed to operate, but it does not imply either of the following: (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau (2) The approval to operate indicates that the institution exceeds minimum state standards.

Bureau for Private Postsecondary Education

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

### **Accreditation**

INX Academy San Diego is accredited by the Commission on English Language Program Accreditation for the period August 2022 through August 2032 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 North Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).

## TABLE OF CONTENTS

.....CLASS SCHEDULE: TESOL, ESL AND TOEFL PROGRAM	
.....	3
HOLIDAYS .....	3
TUITION FEES AND CHARGES.....	3
MISSION STATEMENT .....	4
HISTORY .....	4
FACULTY AND QUALIFICATIONS .....	4
OUR FACILITIES .....	6
PROGRAM .....	6
ADMISSION .....	7
ADMISSION FOR STUDENTS WITH SPECIAL NEEDS .....	7
ENROLLMENT .....	8
SCHOOL POLICY AND STUDENT RESPONSIBILITIES .....	8
PLACEMENT TESTING .....	8
TEXTBOOKS.....	8
COPYRIGHT INFRINGEMENT POLICY .....	8
FINANCIAL AID .....	8
ACCOMMODATIONS .....	8
NO DISCRIMINATION POLICY.....	9
SEXUAL HARASSMENT POLICY .....	9
ATTENDANCE POLICY .....	9
EXCUSED ABSENCES .....	10
TARDY POLICY .....	10
LEAVING CLASS EARLY.....	10
VACATION POLICY .....	10
LEAVE OF ABSENCE POLICY .....	10
TRANSFER POLICY .....	10
ADDRESS CHANGE, VISA STATUS, LENGTH OF STUDY, MAINTAINING VISA STATUS.....	11
VISITS ABROAD AND REENTRY .....	11
REPLACEMENT OF LOST DOCUMENTS.....	11
GRADING POLICY .....	11
ACADEMIC ADVANCEMENT .....	11
MAKE-UP WORK .....	12
ACADEMIC PROBATION.....	12
CERTIFICATE OF COMPLETION.....	13
INSTITUTIONAL TOEFL .....	13
PRE AND POST TEST .....	13
COLLEGE AND UNIVERSITY COUNSELING .....	14
STUDENT CONDUCT .....	14
DESIGNATED PERSON FOR COMPLAINTS.....	14
STUDENT RECORDS .....	15
STUDENT TUITION RECOVERY FUND (STRF).....	16
REFUND RIGHTS NOTICE .....	17
HEALTH INSURANCE .....	18
QUESTIONS ABOUT THE SCHOOL CATALOG.....	18
TRANSFER OF CREDITS DISCLOSURE.....	19
ARTICULATION OR TRANSFER AGREEMENT .....	19
REPAYMENT OF LOANS NOTICE.....	19
STUDENT SERVICES .....	20
COURSE SYLLABI .....	22-54
REVISION POLICY .....	55

## **CLASS SCHEDULE:**

### ***Intensive English Program, Practical English Program***

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Morning: Monday to Thursday, 8:30AM - 1:30PM

Evening: Monday to Thursday, 5:30PM - 10:00PM

### **IELTS Test Preparation**

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Monday to Wednesday, 8:30AM - 2:30PM

### **TOEFL Test Preparation**

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Monday to Wednesday, 8:30AM - 2:30PM

### **International TESOL Program (Teacher of English to Speakers of Other Languages)**

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Monday to Wednesday, 8:30AM - 2:30PM

### ***Business English for Entrepreneurs Program***

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Tuesday and Wednesday, 8:30AM - 5:30PM

### ***English for Hospitality Program***

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Morning: Tuesday and Wednesday, 8:30AM - 5:30PM

Evening: Monday to Thursday, 5:30PM - 10:00PM

### **English through Digital Media Program**

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Monday and Thursday, 8:30AM - 5:30PM

### **English through American Culture Program**

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Morning: Tuesday and Wednesday, 8:30AM - 5:30PM

Evening: Monday to Thursday, 5:30PM - 10:00PM

### **English through American Film Program**

*(2555 Camino Del Rio South Suite 150 San Diego CA 92108)*

Morning: Tuesday and Wednesday, 8:30AM - 5:30PM

Evening: Monday to Thursday, 5:30PM - 10:00PM

INX Academy does not offer distance learning.

\*Online classes are only temporary during COVID.

## HOLIDAYS

The school observes the following holidays:

New Year's Day  
Dr. Martin Luther King Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day

Students do not pay tuition for Winter Vacation (two weeks around Christmas and New Year's Day).

INX Academy has an monthly enrollment policy, students may start any month except during winter vacation. If a Monday is a holiday, students may start on the following Tuesday.

## TUITION FEES AND CHARGES

### Mandatory:

Tuition All programs \$700 (4week session)

Application fee \$250.00 (Non-refundable)  
Oversea/Change of status booking fee \$100  
STRF Assessment \$0.00 for every 1000 of institutional Charges  
Textbook fee. (Optional) \$50 each  
(book fee is included in tuition fee for TESOL program)

### IEP Program

**The total charge for an entire period of attendance** (12 weeks, 240 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program** (60 weeks, 1200 hours) is \$11,000 (tuitions \$10,500 plus \$250 one-time application fee plus Textbook \$250).

### TOEFL Test Preparation Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program program** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

### IELTS Test Preparation Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$350 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

#### Practical English Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program** (60 weeks, 1080 hours) is \$11,000 (tuitions \$10,500 plus \$250 one-time application fee plus Textbook \$250).

#### Business English for Entrepreneurs Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program program** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

#### International TESOL Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,350 (12 weeks tuition \$2,100 plus \$250 one-time application fee).

**The estimated schedules of total charges for the entire educational program** (12 weeks, 216 hours) is \$2,350 (12 weeks tuition \$2,100 plus \$250 one-time application fee).

#### English for Hospitality Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program program** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

#### English through Digital Media Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program program** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

#### English through American Film Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

#### English through American Culture Program

**The total charge for an entire period of attendance** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

**The estimated schedules of total charges for the entire educational program** (12 weeks, 216 hours) is \$2,400 (12 weeks tuition \$2,100 plus \$250 one-time application fee plus Textbook \$50).

See important note below on health insurance coverage.

Students may pay tuition monthly as they progress through the program. Tuition is \$175/Week after the first 4 weeks of enrollment.

Payments can be made by cash, check or credit card. If tuition is past due students will be given a Tuition Payment Reminder Slip. If students still fail to pay, a meeting will be arranged with the director.

Students may leave the program at any time. See the Refund Section and the Student Rights Section for information on obtaining a refund.

#### **No Financial Aid Program**

This institution does not participate in federal and state financial aid programs. This institution does not offer any form of financial aid.

**Important Note:** If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### ***MISSION STATEMENT***

INX Academy's mission is to provide immersive educational and cross-cultural exchange services to facilitate international connections, create global citizens and promote personal and professional growth.

#### **Value**

INX Academy strives to:

- provide a variety of top-quality educational programs to meet the needs of our students from diverse backgrounds, equipping them with the knowledge and skills needed for personal and professional growth.
- inspire students to become responsible global citizens, promoting cross-cultural understanding, respect, and empathy.
- foster a friendly, ethical, cooperative, and caring environment where every student, teacher and staff member feel valued.
- engage in services that benefit our community and contribute to the betterment of society.

## ***HISTORY***

INX Academy is a private institution which was established in 2016 with the intent of providing students the opportunity to learn English as a Second Language in a professional and affordable setting. We've always believed in hiring well-trained and experienced instructors to help students reach their English language goals. We are approved to operate by the Bureau of Private Post Secondary Education (approval to operate means compliance with state standards as set forth by the Ed. Code). We are authorized under federal law to enroll non-immigrant alien students. We issue I-20's so that you can apply for a F-1 Student Visa. We offer free visa advice but do not provide legal counsel.

### ***Staff and Faculty Profiles***

#### **Director** Bryan Whitman

Bryan is in charge of operation of INX Academy. He focuses on program development, student recruitment, agent communications and oversees the staff performance.

#### **Assistant Director /DSO** Chika Yamazaki

Chika has a Bachelor of Art Degree from Joshibi University of Art Tokyo. She worked as an English school manager at one of the largest English language schools in Japan for several years and is now the Assistant Director of INX Academy. Her job is to provide counseling to students who have questions about international student visa and regulations.

She works closely with our staff and teachers to provide students with outstanding experience at our center. She wants to know your goals and learning style (in and out of the classroom). She ensures INX Academy instructors are passionate about teaching.

#### **Accreditation and Regulatory Compliance Consultant** Daisy Xian

Having a Masters in Language Education with a concentration on TESOL and over 10 years experience in the ESL/EFL field, Daisy Xian has a broad experience of English teaching, program management, curriculum development, teacher training, marketing, and accreditation compliance in intensive English programs.

Prior to moving to the United States, Daisy taught English to college students in China for two years. She has worked students from all over the world including the Middle East, Europe, Asia and South America. Before joining INX Academy, Daisy served as the Academic Coordinator at Internexus Indiana.



She has also worked for two other Internexus branches in Los Angeles, California and Orlando, Florida to develop course curriculum, supervised the academic aspects of these branches and ensured they meet accreditation standards.

Her responsibilities are to continue to provide academic support and compliance consulting to build a quality program at INX Academy.

**Head Teacher** Nolan Schmalenberger

Nolan is a passionate English language teacher who has worked with a variety of age groups and students from around the world. He has lived in Arizona, Chile, Kansas City, South Korea, and currently in his hometown of San Diego. According to him “Living and learning with new people is what I do best. The best part of my job is working with people who are committed to making a life in America and who are studying for future goals or higher education”.

He loves when students feel confident enough to navigate life here with the fidelity of a native speaker.

When he is not in the class he is either studying another language, camping, or playing ultimate frisbee.

### ***OUR FACILITIES***

We are located in the beautiful Mission Valley neighborhood, which is known as a very inclusive neighborhood. Mission Valley is close to many shopping malls and the San Diego Trolley System. Mission Valley is a very walkable neighborhood full of trendy shops and locally owned restaurants.

The Institute is located on the first floor of 2555 Camino Del Rio South Suite 150. There are 6 classrooms used for instruction. Each classroom is provided with the necessary equipment to conduct a lesson.

Each class is equipped with one radio/tape recorder/CD player as well as an HD TV connected to a laptop for use of Internet resources. There is a computer lab/student lounge available with free wireless Internet connection during breaks and after instructional hours until 5pm. The student lounge also has an eating area, microwaves and a refrigerator for convenience. The computer lab/student lounge has 7 computers connected to the Internet and is available for students to use self-study software after school.

Classes usually contain an average of 20 students depending on the time of year, our busiest season being the summer. However, we will not allow classes to exceed a maximum of 25 students in San Diego, but will consider alternative solutions before turning a student away due to classroom capacity.

*We do have 2 more campus locations which are used on an as needed basis and have similar facilities. All classes are held at our main location unless otherwise stated.*

### **Library & Learning Resources**

Multiple learning resources are available for instructors and students. Students on INX Academy California Miramar University campus have access to the university's library. Students on all INX Academy campus have access to wireless internet throughout school and other teaching/learning resources. The library contains resources for both teachers and students. Books that are available for students include short stories, grammar and punctuation reference books, workbooks with additional practice exercises, and works of fiction and non-fiction. Books that are available to instructors, include ESL textbooks, books on specific subjects and skills, such as grammar, vocabulary, pronunciation, reading, writing and speaking. Students and instructors can request additional new books that helps their learning and teaching. Wireless internet access is available to everyone throughout the school.

Other additional teaching/learning resources are easily accessible to instructors and students, including software and hardware listed below. Students may request to utilize any of these resources in advance.

Hardware:

Tables, chairs, whiteboards, markers, pens, pencils, erasers, paper, laptops, projectors, DVD players, flatscreen television monitors, copy services, printers, CD/tape players.

Software:

Netflix and Hulu are available for instructors and students to utilize for English learning through viewing movies.

### ***PROGRAM***

See Page 32-34 for Detailed Course Information

Our school provides an English as a Second Language Program with courses including Beginning, Pre-intermediate, Intermediate, Upper-Intermediate and Advanced levels. These courses are designed to improve students' skills in Speaking, Listening, Reading, Writing and Grammar as well as critical thinking.

We also provide a TOEFL class with the focus of preparing students to take their college entry TOEFL exam. This course has a strong focus on Advanced Plus level reading, listening, speaking, and writing.

Our programs offer 18 to 20 hours of instruction per week. Our programs are based on 12 week terms.. Student advancement is outlined in the Academic Achievement section of this catalog.

The TOEFL course is usually completed when students receive their desired TOEFL score.

International TESOL is a 12 week Teacher Training Program.

All course instructions are given in English. INX Academy does not provide course instructions in other languages that are not English.

INX Academy does not offer any degree programs.

### **Our training does not fulfill any requirements for eligibility for licensure**

We provide focused English training to assist our students in achieving their academic, personal and professional goals. At this time, we offer three programs of ESL coursework. Our programs are not designed to lead to positions in a profession, occupation, trade, or career field requiring license.

### **School Status**

*INX Academy* does not have any pending petition in bankruptcy, is not operating as a debtor in possession, does not have filed a petition within the preceding five years, or have 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.).

## ***SCHOOL POLICY AND STUDENT RESPONSIBILITIES***

### ***ADMISSION***

Students are expected to be able to benefit from the instruction offered. If a student doesn't have the academic preparation necessary to succeed in our classes, the director and the student and teacher will hold a conference to see if the student should continue. Students must be 17 years of age or older to attend the school. Students under 18 need to have a Release of Liability form signed by their parent or guardian.

### **Ability to Benefit**

The California government requires ESL schools to demonstrate that the students they enroll have the ability to benefit from the instruction they will receive at the ESL school. This ability to benefit must be documented in the ways as follow.

1. All students must take English Placement Test (CaMLA EPT) to determine their levels at INX Academy.
2. For International TESOL program, students also must submit a copy of their high school diploma or equivalent GED records.

Documentation of the student's Ability to Benefit must be saved in the student's file.

Students can apply at the school office Monday through Friday, during regular business hours, for admission. Students can also write the school for an application or visit our website <https://sandiego.inxacademy.edu/> to fill out an online application.

### **Transferred Credits Policy**

INX Academy does not accept credits earned at other institutions or through challenge examinations and achievement tests.

### **Credit for Prior Experiential Learning**

Our institution does not grant credit to a student for prior experiential learning.

## ***ADMISSION FOR STUDENTS WITH SPECIAL NEEDS***

INX Academy is committed to making sure all students get the education they are desire. Students with special needs will be accommodated to the best of our abilities. Please contact our office to allow us time to resolve any barriers that may be preventing admission or enrollment.

## ***ENROLLMENT***

New students who have filled out an application meet with the director or the administrative assistant to complete the enrollment agreement. The enrollment agreement includes a copy of the **School Performance Fact Sheet**. Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first class or session of instruction.

## ***PLACEMENT TESTING***

New students take the Michigan placement test prior to their first day of class. There are grammar, vocabulary, reading, listening, writing and oral components to the test. Based on these test scores students are placed in the appropriate level. A student's placement is determined by overall ability in these three areas. Students whose placement test scores fall outside of the study options offered at INX Academy will be advised of alternative options at institutions with study options suited for their level.

## ***TEXTBOOKS***

Students may not attend class without a textbook. Textbooks may be purchased in the office on your first day of class.

## ***COPYRIGHT INFRINGEMENT POLICY***

INX Academy adheres to the Copyright law of the United States of America. We prohibit unauthorized photocopying of any copyrighted texts for use in the classroom.

### ***FINANCIAL AID***

INX Academy does not participate in any Federal or State financial aid programs. Students are responsible for paying their tuition directly.

### ***ACCOMMODATIONS***

We do not directly offer any type of housing. INX Academy does not have dormitory facility under its control. INX Academy does not provide services to assist students to look for accommodations.

Nearby housing and homestay website links are only provided for students' convenience and are available at

<https://sandiego.inxacademy.edu/student-services/#accomodations>

Homestays in the area range from \$680 to \$700 every two weeks and usually include 2 meals (breakfast and dinner).

### ***NO DISCRIMINATION POLICY***

INX Academy does not discriminate on the basis of sex, race, ethnic origin, or religion. Any incident of harassment or discrimination should be immediately reported to the director.

### ***SEXUAL HARASSMENT POLICY***

INX Academy is a place for learning and growing. You should feel safe and comfortable in our school. In order to meet this objective, you should alert your instructor or an administrator and let them know if an unsafe, unwelcome, or uncomfortable situation arises that interferes with the learning process. Also, if there are circumstances which can be corrected to enhance your performance in class, please inform your instructor or an administrator.

### ***ATTENDANCE POLICY***

Students must maintain 80% attendance or higher to be considered in status. If a student (enrolled for a minimum of 2 weeks) has a monthly attendance rate of less than 60%, that student's I-20 will be terminated. If a student's I-20 is terminated, he or she must seek reinstatement at another school or he or she must leave the United States immediately.

**Attendance Probation:** Students (enrolled for a minimum of 2 weeks) who fail to maintain 60% attendance or higher in a calendar month, are placed on Attendance Probation. Students placed on Attendance Probation must show that they are making

progress toward meeting the cumulative attendance requirement of 80% by achieving a monthly attendance rate of more than 80% in the next calendar month. If a student's attendance is less than 30%, or a student on Attendance Probation fails to achieve a monthly attendance rate of less than 60% in the next calendar month after being placed on Attendance Probation, their I-20 will be terminated. By the end of the second calendar month after being placed on Attendance Probation students must be back to a cumulative attendance rate of 80% or higher or their I-20 will be terminated. If a student's I-20 is terminated, he or she must seek reinstatement at another school or he or she must leave the United States immediately. Students must have a cumulative attendance rate of 80% or higher to successfully complete our program or to qualify for a vacation or to transfer to another school in status. A student whose I-20 is terminated for failure to maintain status has the right to have their terminated I-20 transferred to another school for reinstatement.

**Appealing Probation:** Students may appeal their probation. Students must submit a written request for appeal within one week of receiving their probation notice. The director will review the appeal and request supporting documentation if needed. The director will then refer the appeal to the review committee (consisting of the Head Teacher, Office Manager, and Owner). If any member of the review committee is directly involved in the issuing of the probation, he or she will be removed from the committee and replaced by a staff member not involved with the issuing of the probation. The review committee will respond to the appeal within 5 business days of receiving the written request for appeal and any required supporting documentation.

### ***TARDY POLICY***

Attendance is taken four times a day. If a student is more than 15 minutes late in the morning or 5 minutes late after breaks or lunch he or she is marked tardy. Six tardies equals a full day absent. If a student is more than 30 minutes late for any of the four sessions he or she is marked absent for that session.

### ***LEAVING CLASS EARLY***

If a student leaves class 15 or more minutes early, he or she will be marked absent for that session.

### ***VACATION POLICY***

A student must study for a minimum of four months before he or she is eligible for a vacation. A student must also have a cumulative attendance rate of 80% and an average of 75% of their class grades to qualify for a vacation. A student must notify the school Director at least one week prior to going on vacation! After 3 months of consecutive enrollment a student may take 4 weeks of vacation. After 6 months of consecutive enrollment students may take an total 8 weeks of vacation, for a total of 4 weeks of vacation. After 10 months of enrollment a student may take an additional 4 weeks of vacation, for a total of 8 weeks of vacation.

### ***LEAVE OF ABSENCE POLICY***

Students may take a leave of absence for serious medical reasons or family emergencies. Students must document the reason for the leave of absence. Any paid tuition will be carried forward. Students must complete a leave of absence form prior to their departure unless the nature of the cause for the leave of absence makes this impossible. Students leaving the country will have a maximum of 60 days or 50% of the study period listed on their I-20, whichever is shorter to return to the USA and resume classes or their I-20 will be terminated for failure to maintain status. Students who will remain in the USA during their leave of absence must document the medical reason that they cannot study and the school will inform SEVIS of their desire to drop below a full course of study. Students will have a maximum of 60 days or 50% of the study period listed on their I-20, whichever is shorter to resume classes or their I-20 will be terminated for failure to maintain status. The entire leave of absence must be medically documented. Students must have at least one week of paid tuition remaining before going on a leave of absence

### ***TRANSFER POLICY***

Students have the right to transfer to another school. However, a student's file will only be considered in good standing and therefore "in status" if they have complied with INX Academy's attendance and academic progress policies. A student who has not complied with INX Academy's attendance and academic progress policies may still request a transfer, but their I-20 will be terminated before being transferred.

### ***CHANGE OF ADDRESS, VISA STATUS, LENGTH OF STUDY***

Students must inform the office immediately if they change their address, visa status, or length of study. F-1 visa students should review <http://studyinthestates.dhs.gov/maintaining-your-status> to make sure that they understand what is required of them as visa students and how to maintain their F-1 visa status.

INX Academy is a SEVP-certified school. We are authorized under Federal law to enroll non-immigrant alien students. However, we do not provide visa services and do not vouch for students' status.

### ***VISITS ABROAD AND REENTRY***

The Director must sign and stamp your I-20 before you leave the country. A valid passport is required to travel to another country, and possibly a tourist visa to the country of destination.

### ***REPLACEMENT OF LOST DOCUMENTS***

If you lose your passport or your Form I-20 please tell the Director immediately.

## ACADEMIC ACHIEVEMENT

Students will be assessed every session at INX Academy.

**Placement Test:** On the first day, students will take a test to determine their English level. These tests consist of Michigan Placement Test (including grammar, reading and vocabulary, listening), a writing test, and an oral interview. The scores requirements and level placement are given below.

Level	Grammar	Reading & Vocabulary	Listening	Speaking	Writing
<b>Beginning 101-103</b>	0-10	0-15	0-6	0-6	101-103
<b>Pre-intermediate 201-203</b>	11-15	16-33	7-9	7-13	201-203
<b>Intermediate 301-303</b>	16-20	24-32	10-12	14-20	301-303
<b>High-Intermediate 401-403 TOEFL/IELTS</b>	21-24	33-41	13-15	21-28	401-403
<b>Advanced 501-503 Business English</b>	25-27	42-45	16-18	29-33	501-503
<b>Advanced + 601-603/ TESOL Program</b>	28-30	46-50	19-20	34-36	601-603

**Achievement Tests:** At the end of each session (one month), students will take achievement tests in each class. Scores on these tests will show if students understand the things the teacher taught in that session.

**Classwork:** Daily work in classes will also determine if students are successful in learning the skills teachers have taught them. Classwork examples include homework that will be graded, quizzes, and presentations. Classwork and achievement test results will help us determine students' readiness to progress to the next level at the end of the term.

### Grades:

Students will have grades from teachers for each class at the end of each session on a grade report. This report can also be sent to your home, school or college if students would like. In each class, students' grades are based on classwork (70%) and achievement tests (30%). Student must have an average grade of 75% or higher in all classes to move to the next level for each class.

For TESOL program, students' grades are based on practicum (35%), quizzes (35%) and



achievement test (30%). Students must have an average grade of 75% or higher to successfully pass this level.

### ***MAKE-UP WORK***

Teachers are not expected to accommodate make-up work. However, regarding special circumstances students may have an opportunity to make-up some course work.

### ***ACADEMIC PROBATION***

Students must maintain a satisfactory level of academic performance. At our school this means achieving an overall score of 60% or above of each term. If a student fails to have an overall score of 60% or higher each term, we need to take the following steps:

1. The teacher should have a meeting with the student to discuss why he or she is having trouble in the class. The teacher and student should fill out and sign a **Notice of Concern** to document the meeting and the plan of action that they intend to take.
2. Based upon the information gathered in the meeting, the teacher and the student should work to create an individualized study plan to help the student improve his or her weaker skills. The teacher can also attempt to design some evaluation methods that may better reflect the strengths of the student. The plan of action from the **Notice of Concern** should outline the individualized study plan and/or the evaluation methods.
3. If by the first session of the next term, the student demonstrates that he or she is making progress by achieving an overall score of 60% or above, then the teacher should continue to monitor and encourage the student but no formal probation is necessary.
4. If by the first session of the next term, the student cannot demonstrate that he or she is making progress by achieving an overall score of 60% or above, then we need to put the student on Academic Probation. However, if it is determined that INX Academy does not offer a course that is suitable for the level of the student who is not maintaining a satisfactory level of academic performance, we may suggest that the student transfer to a school that does offer such a course.

When a student is placed on academic probation, the student, the teacher, and the director will sign the probation form. Students will have until the end of the next term to show that they are making progress in the class by achieving an overall score of

60% or above

If by the end of the next term a student has not achieved an overall score of 60%, the student may be subject to excursion from school. If excursion occurs, we will provide advice for transferring to another institute.

**Appealing Probation:** Students may appeal their probation. Students must submit a written request for appeal within one week of receiving their probation notice. The director will review the appeal and request supporting documentation if needed. The director will then refer the appeal to the review committee (consisting of the Head Teacher, Office Manager, and Owner). If any member of the review committee is directly involved in the issuing of the probation, he or she will be removed from the committee and replaced by a staff member not involved with the issuing of the probation. The review committee will respond to the appeal within 5 business days of receiving the written request for appeal and any required supporting documentation.

### ***CERTIFICATE OF COMPLETION***

A Certificate of Completion is awarded to students that successfully complete a course of study at INX Academy. The schedule for completion is outlined in the Enrollment Agreement.

### ***INSTITUTIONAL TOEFL TEST***

Students may take the Institutional TOEFL Test at the school (paper-based test). The test is only offered when 10 or more students are interested. The tests are sent to the Educational Testing Service for official scoring. Students receive their results in about two weeks. Institutional TOEFL Test scores are accepted by City College of San Diego, California Miramar University and many more local colleges.

### ***COLLEGE AND UNIVERSITY COUNSELING***

The office staff is familiar with educational opportunities available to foreign students in California and is happy to provide students with college and university counseling. INX Academy has forged ties with local community colleges and can facilitate students' transfer to these institutions, once they have acquired the necessary English language skills.

### ***STUDENT CONDUCT***

Students should in no way endanger other students. Doing so is a cause for expulsion. Minor acts of disruption can be handled by counseling and lesser

penalties. In particular, drugs are not permitted at school and drug-related incidents will be reported to the authorities. The director can provide information regarding drug awareness and counseling.

In cases of unacceptable student conduct, and at the discretion of the director, a student may be placed on probation and given an opportunity to demonstrate a change of conduct. Should no improvement take place and should the director and staff feel expulsion is warranted, the student will be asked to leave and his or her money will be refunded.

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](http://osar.bppe.ca.gov).

### ***DESIGNATED PERSON FOR COMPLAINTS***

Complaints may be submitted either orally or in writing at any time to the administrative assistant. It is suggested that serious complaints be submitted in writing. A Complaint Form will be provided upon request. The director will investigate all complaints. The director will interview all people concerned and review all documents that may relate to the complaint. The director will attempt to resolve the complaint in a reasonable manner. The director may reject the complaint if, after investigation, it is determined to be unfounded. The director will record a summary of the complaint and its disposition and place a copy of the summary along with any other related documents in the student's file.

Students have the right to appeal a complaint decision.

**Appealing a Complaint Decision:** Students may appeal the results of their complaint. Students must submit a written request for appeal within one week of receiving the decision on their complaint. The director will review the appeal and request supporting documentation if needed. The director will then refer the appeal to the review committee (consisting of the Head Teacher, Office Manager, and Owner). If any member of the review committee is directly involved in the complaint, he or she will be removed from the committee and replaced by a staff member not involved with the complaint. The review committee will respond to the appeal within 5 business days of receiving the written request for appeal and any required supporting documentation.

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](http://www.bppe.ca.gov). Complaints may also be directed to our accreditation agency, CEA, Commission on English Language Program Accreditation 1001 North Fairfax

Street, Suite 630  
Alexandria, VA 22314 USA, Phone: 703-665-3400, email: [info@cea-accredit.org](mailto:info@cea-accredit.org)

### ***STUDENT RECORDS***

Only the student or her or his legal guardian can have access to the student's file. The student's file is also available to school staff and legal authorities as directed by law. The school will maintain all hard copies of student records for a minimum of five years after the student has completed study. Electronic copies of student records are kept indefinitely.

Student records may include:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution including proof of the student's ability to benefit from our educational program.
2. Copies of all documents signed by the student including the application and/or enrollment agreement;
3. Copies of all tests given to the student before admission, including ability to benefit tests and tests required by Section 94319.2 of the Code;
4. Copies of the student's passport, visa, and I-20;
5. Records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation;
6. A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student;
7. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
8. A document specifying the amount of any refund, including the amounts refunded for tuition, the method of calculating the refund, the date the refund was requested, the date it was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent;
9. Copies of any official advisory notice or warnings regarding the student's progress;
10. Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to any complaint;
11. Student transfer information;
12. Student correspondence;
13. Records release authorization.

### ***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.

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 #225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

## ***REFUND RIGHTS NOTICE***

**STUDENT'S RIGHT TO CANCEL.** You have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250).

Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the top of this Agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

**Withdrawal from the program.** After the cancellation period (described above), you may withdraw from the program through 60% of your enrollment period and receive a pro-rata refund for the unused portion of the tuition. After you study for 60% of your enrollment period, no refund is available. For example, if you enrolled for 160 hours you could request a refund through 100 hours. After 100 hours there would be no refund. Refunds are calculated from the date of written notice of requested refund. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. Refunds will be paid within 30 calendar days of your request. Refunds can only be paid to the person or company from whom the funds originated and in the form of the original payment.

**Application fee (\$250) is non-refundable.**

\*If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

\*If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

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

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

If the school cancels or discontinues a course or educational program, the school will make a full

refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

\* If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA 95798-0818 Toll Free: (888) 370-7589

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

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

\*If you have any complaints, questions, or problems which you cannot work out with the school, you may contact your country's consulate; the Bureau of Immigration and Customs Enforcement, located at 1747 N. Market Blvd #225 Sacramento, CA 95834.; or you may write to the Bureau for Private Postsecondary Education Mailing Address:

P.O. Box 980818 West Sacramento, CA 95798-0818 Toll Free: or (888) 370-7589

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

E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

\*\* This institution is Commission on English Language Program Accreditation (CEA). It is the mutual goal of CEA and the institution you are attending to provide educational training programs of quality. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, in the event that a student has tried to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. The student should contact the CEA office by mail. Complaints received by phone will be logged along with a request for a written follow-up; and initial letter speeds up the process.
2. The letter of complaint must contain the following:
  - a. The nature of the problem(s);
  - b. The approximate date(s) that the problem(s) occurred;
  - c. The name(s) of the individual(s) involved in the problem(s) (within the institution and/or other students that were involved);
  - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions);
  - e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting CEA;
  - f. All complaints should be signed.
3. Send the letter to:

CEA  
COMPLAINT ADMINISTRATOR  
Commission on English Language Program Accreditation  
1001 North Fairfax Street, Suite 630  
Alexandria, VA 22314 USA

## ***HEALTH INSURANCE***

Students are encouraged to have health insurance coverage while they study at our school. It is generally advisable to purchase this insurance in their country of origin. However, students may ask our office staff to provide them with an application for health insurance. Students may also visit [www.intlstudentprotection.com](http://www.intlstudentprotection.com) to learn more about health insurance and to apply for a plan.

## ***QUESTIONS ABOUT THE SCHOOL CATALOG***

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

*Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834*

*P.O. Box 980818, West Sacramento, CA 95798-0818*

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

*Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  
(916) 574-8900 or by fax (916) 263-1897*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

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

"The transferability of credits you earn at INX Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the English as a Second Language, TOEFL Preparation Course, or International TESOL program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending INX Academy to determine if your Certificate of Completion will transfer."

## ***ARTICULATION OR TRANSFER AGREEMENT***

Our institution has not entered into any articulation or transfer agreement with any



other institutions. However, INX Academy works with universities (<https://inxacademy.edu/inx-partner-universities/>) to help students who are interested in university admissions. Some of our partner universities have agreed to waive any TOEFL requirements for students who successfully complete required programs/levels at GT.

### ***REPAYMENT OF STUDENT LOANS NOTICE***

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### ***STUDENT SERVICES***

#### Student Center

Whether you want to find more information about local events or you just want to check your email to keep in touch with friends back home, our Student Center has it all.

- **Student Activities** and **Area Events** boards updated frequently
- Computers with Internet access and foreign language support
- Free wireless Internet for laptops
- Eating and studying area with microwaves for lunchtime
- Small Student Snack Bar for students to purchase snacks

#### Free Morning Coffee

If you need your morning coffee, feel free to come to the school office and help yourself to some coffee before class! Cream and sugar are also provided.

#### Student Assistance

Our office staff is always willing to help you with whatever questions or concerns you may have. Please come by the office any time during the day to ask us about things such as enrolling into an American college/university, traveling within California and the United States, and many other topics.

#### Special Events

We offer field trips around the San Diego area for enjoyment and cultural appreciation. These outings to area museums and areas of interest will help you develop your real world language skills.

We also hold school-wide parties to celebrate Halloween and Christmas every year.

In the summer, we like to have potluck barbeques in local parks or go to the beach for a day trip.

### **Placement Services**

INX Academy does not provide any placement services.

INX Academy offers language training to international students. Students who hold student visa are not authorized to work by the Federal Law.

### **Class Instruction**

All classes' instructions are given in English.

## **INX Academy Language Proficiency Description**

### **Beginning**

(up to 20 hours per week)

#### *Communication Tasks:*

Students build the basic elements of the language to interact in situations connected to their personal life—daily routines, leisure activities, future plans and past activities.

Students can give basic information about themselves, their family, education, work, and their hometown. Students can give personal information (name, address, phone number) in situations like calling for a pizza delivery, getting a video rental/library card, or filling out a registration/application form. Students can express preferences related to leisure activities, eating, and shopping. They can ask for information and ask for clarification. They can ask for and give simple directions. They can create one-adjective descriptions (*the weather is hot, lunch was delicious, she's pretty*).

Students can understand simple written instructions (how to use a pay phone), signs and ads, and children's books for native speakers. They have obtained vocabulary related to everyday living (food, transportation, family, jobs, and school).

Students can fill out simple forms; write checks, lists, short emails, and personal letters; and produce paragraphs about personal information.

Students can respond appropriately and use and understand basic courtesy formulas (*thank you, sorry, excuse me*) in simple social interactions, such as greeting, leave taking, and introducing.

#### *Contexts and Conditions:*

Students are successful within contexts that are predictable, familiar, and with visual cues that strongly support the task (for example, pictures on a menu). In interactions

with native speakers, students often rely on gestures and facial expressions. Comprehension requires short, simple sentences, spoken slowly and clearly, with repetition. They rely heavily on translation from their first language and so, use a bilingual dictionary. Students tend to write simple sentences with few or no connectors. Written work length is one or two paragraphs. They have more accuracy when using set phrases than when required to transfer rules to new contexts. Their oral production is often slowed by their tendency to translate from their first language and by their limited vocabulary.

*Corresponding Examination Scores:*

University of London Exam-Level 1

TOEIC 200-300, Level D

**Pre-Intermediate**

(up to 20 hours per week)

*Communication Tasks:*

Students start to talk about relationships between personal aspects and the world where they live, sharing viewpoints, experiences and concerns; talking about possibilities and plans; comparing people and places; advising and instructing.

Students can talk about their experiences and ideas in the present and past (*I think, I used to...*). They can relate short narratives both orally and in writing about past experiences (*I went to a public school...*). They can make plans and arrangements over the phone or face-to-face (*Would you like to go to a movie Saturday? What time can we meet?*). They can make suggestions and give advice (*Maybe you should try the other restaurant*).

Students can understand written instructions (simple recipe), short popular magazine articles, and literature for elementary age native speakers. They have obtained vocabulary related to everyday life (shopping, cooking, leisure activities, and friends). Short essay organization is developing. They can support and expand their ideas in writing.

Students can respond appropriately in various social interactions, such as apologizing, making an excuse, expressing disappointment or worry, giving and responding to compliments.

*Contexts and Conditions:*

Students are successful in contexts that are familiar and which strongly support the task. In interactions with native speakers, students' comprehension often requires slow, clear speech with repetition. Students are beginning to vary sentence

length and complexity and use connectors. Written work length is 2 to 3 paragraphs. They continue to rely somewhat on translation from their first language and use a bilingual dictionary. They still tend to have more accuracy when using set phrases than when required to transfer rules to new contexts.

*Corresponding Examination Scores:*

University of London Exam-Level 2;

TOEFL 310-350 (paper-based), 40-63 (computer-based)

TOEIC 300-500, Level C

**Intermediate**

(up to 20 hours per week)

*Communication Tasks:*

Students develop their fluency while expressing ideas, establishing hypotheses and defending viewpoints. They can compare, agree and disagree politely, and summarize information. Students can establish time relationships clearly.

Students can give instructions and directions (*Meet me on the second floor of the library at 4:00, or I live three blocks away from downtown*). They can report speech (*She said, "I really want to go to Tokyo," or He asked me if I wanted to study Spanish*). They can ask for recommendations and advice (*Which color looks better? or Do you think it's a good school for law?*).

Students can give 5-minute presentations in class.

Students can understand popular magazine articles, short newspaper articles, and literature for young native speakers. They have obtained vocabulary related to travel, academics, social issues, and the workplace. Students can write short articles, short essays, faxes and business letters.

Students can respond appropriately in various social interactions, including expressing hope, regret, and sympathy.

*Contexts and Conditions:*

Students are successful in contexts which are familiar, however they are less reliant on visual cues (for example, they are more comfortable using the telephone). In interactions with native speakers, students' comprehension requires clear, non-colloquial speech, with occasional clarification. Students

can write and speak with some fluency, sometimes with limited accuracy. Written work length is up to 2 pages (400 words). They are less reliant on translation and able to mainly use a monolingual dictionary. They are often successful transferring rules to new contexts. However, they tend to make overgeneralization errors as they acquire these new structures.

*Corresponding Examination Scores:*

University of London Exam Level 2-3

TOEFL 350-400 (paper-based), 63-97 (computer-based)

TOEIC 500-590, Level B

Vestibular Exam (Brazil) Pass

**High Intermediate**

(up to 20 hours per week)

*Communication Tasks:*

Students are able to express themselves on a variety of subjects relating to the contemporary world, with fair control of the structure of the language.

Students are able to express abstract ideas, defend viewpoints using analogy and exemplification, and establish hypotheses and conditions.

Students can understand key points of lectures and take part in business meetings and social events. They now show facility in resolving communication problems.

Students can understand short Internet and newspaper articles, textbook excerpts, and literature for young adult native speakers. They have begun to obtain vocabulary related to more specialized subjects, such as the environment, law, politics, science, art and business.

Students can write business letters, academic essays, timed essays, and take notes on lectures. They can write short journalistic articles. Students can respond appropriately in various social interactions, such as approving and disapproving, seeking advice, and expressing intentions. They have fair competence in choosing appropriate register according to the situation and the participants.

*Contexts and Conditions:*

Students are successful in a variety of contexts. In their interactions with native speakers and in phone conversations, students can understand clear speech at near normal speed. They may need occasional repetition or clarification. They tend to have trouble with the complex verb tenses and language features which are “exceptions” or “irregular.” They still make errors related to native language interference. Written work length is 3 to 4 pages (600-800 words).

*Corresponding Examination Scores:*

University of London Exam Level 3-4

TOEFL 400-450 (paper-based), 97-133 (computer-based) TOEIC 590-

730, Level A

\*NOTE: students will require specific preparation for each examination to achieve upper

**Advanced**

(up to 20 hours per week)

*Communication Tasks:*

Students expand and polish their knowledge of the language, achieving a more accurate and articulate communication. They communicate effectively, appropriately, and independently in various contexts with fair accuracy and fluency. Students are able to use the language for analysis, comparisons, decision-making and evaluation; as well as for creative personal expression. They generally understand formal and informal conversations at near native speed, allowing them to fully participate in group discussions. Students now demonstrate a command of language structures and discourse patterns within the range of the experience.

Students can generally understand TV news and movies, and discuss current issues. They can use idioms and specialized vocabulary within their own field in most social, work, or study situations. Students can read all kinds of authentic materials relative to their needs or interests. They are able to interpret and compare both the content and the form of written texts. They can write research papers, academic essays, journalistic articles, professional reports, and presentations. They can participate in business meetings and university classroom projects, such as group presentations.

Students can use the phone effectively. Students can defend their point of view by defining the issue, supporting their view with facts and experience, and discussing pros and cons.

They can read newspapers, Internet articles, textbooks, reference material, and literature for adult native speakers. Students can write research papers, academic essays, journalistic articles, professional reports and presentations. Students can participate appropriately in a wide variety of social interactions, including inviting cooperation, giving instructions, explaining and clarifying, expressing value judgements, negotiating solutions, and responding to constructive criticism. They have competence in choosing appropriate register according to the situation and the participants.

*Contexts and Conditions:*

Students are successful in a variety of contexts. In interactions with new speakers, students understand conversation at near normal speed with some need for clarification. Students are beginning to be able to interpret humor and irony. Length of written work meets entry level professional requirements and undergraduate academic requirements for most United States Universities. Students' pronunciation does not interfere with comprehension.

*Corresponding Examination Scores:*

University of London Exam Level 4

TOEFL 500-550 (paper-based), 173-213 (computer-based) TOEIC

730-875, Level AA

IELTS 5.5-6.0

\*NOTE: students will require specific preparation for each examination to achieve upper

**TOEFL Preparation Program**

(18 hours per week)

\* *See Notes*

*Communication Tasks:*

Students are able to respond to questions, participate in academic discussions with other students, synthesize and summarize what they have read in their textbooks and heard in class.

They should also be able to express their views in a discussion in a well-paced flow, demonstrating effective use of grammar and vocabulary, and also participate in casual conversations using natural sounding intonation patterns.

The students should be able to give coherent and sustained responses and convey relevant information and ideas. The students can express their opinions, and communicate with people in a highly intelligible way.

The students can effectively address the topic and task in their writing, displaying unity, coherence and progression. They display consistent facility in the use of language, demonstrating syntactic variety, appropriate word choice, and idiomatics, though it may have minor lexical and grammatical errors.

*Contexts and Conditions:* Students are successful in a variety of contexts. In interactions with new speakers, students understand conversation at normal speed with some need for clarification. Students' pronunciation does not interfere with comprehension. Students are able to interpret humor and irony. Make inferences and draw conclusion based on what is implied in the material. Make connections among pieces of information in a conversation or lecture. The length of written work meets entry level professional requirements and undergraduate academic requirements for most United States Universities. Students' pronunciation does not interfere with comprehension.

*Corresponding Examination Score:*

TOEFL iBT minimum 80

\*NOTE: students will require specific preparation for each examination to achieve higher scores.

## ***COURSE DESCRIPTION***

### **Intensive English Program**

Intensive English program offers classes focused on speaking, listening, reading, writing, and grammar. Each class is taught by extremely experienced teachers. The average class size is between 8 and 10 students. The maximum class size is 15 students with a minimum age requirement of 16. Activities are scheduled each week and include “Living Language Labs,” sightseeing trips, entertainment, and volunteer activities. A new session starts every four weeks, so you can register any time of the year. Classes are from Monday to Friday, for a total of 20 hours a week.

#### **Admission requirements:**

Students will take placement tests and we will base on the placement test scores to place students into the appropriate levels (see placement test score requirements on pp13-14).

#### **Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to move to the next level for each class.

#### **Grades:**

Classwork 70%

Achievement Test 30%

#### **Internship/Externship**

Not applicable

#### **Total hours:**

Class meet in person for 20 hours per week. Total 240 hours each level.

Total hours for the whole Intensive English program (all five levels) are 1200 hours.

#### **Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>



## **Practical English Program**

The Practical English program consists five levels, including Beginning, Pre-intermediate, Intermediate, High Intermediate and Advanced. These five levels are aligned with the five levels (Beginning to Advanced) of the Intensive English program.

The Practical English program is designed to focus on general English and communicative skills. Each level of the Practical English program contains core course and one elective course. The core course teaches combined skills of speaking, listening, reading and writing through authentic daily life topics. Grammar structures and vocabulary will also be taught within contexts. Besides learning the core skills, students will also continue to improve speaking fluency and communicative skills through the elective course. Detailed course goals, objective and learning outcomes can be found on course syllabus. Teachers will hand out course syllabus on the first day of class.

### **Admission requirements:**

Students will take placement tests and we will base on the placement test scores to place students into the appropriate levels (see placement test score requirements on pp13-14).

### **Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to move to the next level for each class.

### **Grades:**

Classwork 70%

Achievement Test 30%

### **Internship/Externship**

Not applicable

### **Total hours:**

Class meet in person for 18 hours per week. Total 216hours each level.

Total hours for the whole Intensive English program (all five levels) are 1080 hours.

### **Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

## **Business English for Entrepreneurs Program**

Business English for Entrepreneurs (BEE) program is a 16-week program that that focuses on intensive language training plus Business English and startup development. This course is designed to give non-native English speakers the English skills they need to start a business in

today's global marketplace. This program uses authentic materials and teaches basic entrepreneurship concepts and skills such as opportunity recognition, marketing and sales, starting a business, planning and strategy, business operation, and financial management. Students will improve English listening, speaking, reading, writing skills and learn appropriate grammar and vocabulary in business startup setting. Classes meet for 18 hours per week.

The BEE curriculum is project based. Students will work in small groups to develop an idea, conduct market research, and create and implement a business plan. In addition to building professional English skills, students will take guided field trips and learn about the history and culture of San Diego, visit famous universities and technology companies, and network with professionals from around the world.

**Admission Policies:**

Current students who have completed and successfully passed the High-intermediate level.

New students who have completed the placement tests and met the placement test score requirement for the Advanced level.

**Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

**Grades:**

Classwork 70%

Achievement Test 30%

**Internship/Externship**

Not applicable

**Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

**Class Schedules:**

Tuesday and Wednesday, 8:30AM - 5:30PM

**Session Start and End Dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

**TOEFL Preparation Program**

TOEFL Preparation Program is specially designed to meet the basic needs of students in preparation for taking the actual TOEFL iBT exam as a requirement for entrance an institution of higher education. Specifically, the course provides students with test taking strategies and a thorough understanding and application of language skills namely reading, writing, speaking and listening to TOEFL iBT exam. Supplementary activities include lectures on grammar, sentence

structure and construction, academic vocabulary, idiomatic expressions, pronunciation and intonation, as well as lessons on paraphrasing and summarizing. Through said supplements, this course will get students to explore various ways of enhancing their overall English skills necessary for taking the actual TOEFL iBT exam.

Students will be given instructions, practice and advice on strategies for optimum performance on the TOEFL iBT. At this level, students will be given the overview of the test, information on the test course, and introduction to the on screen appearance of the TOEFL iBT along with general test taking suggestions. Teachers will also provide in depth discussions of the kinds of questions that appear in each part of the TOEFL iBT and explanation of correct answers that are being asked in each section. At this level, students will be given two full-length actual TOEFL iBT tests to estimate of how they would perform on the actual exam and familiarize the learners of the appearance, length and format of the TOEFL iBT. TOEFL preparation presents question and answers about the TOEFL iBT exam and discusses what it is like to take a standardized test.

**Admission Requirements:**

Current students who have completed and successfully passed the Intermediate level

New students who have completed the placement tests and met the placement test score requirement for the High Intermediate level

Student Visa: required

**Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

**Grades:**

Classwork 70%

Achievement Test 30%

**Internship/Externship**

Not applicable

**Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

**Class Schedules:**

Mondays, Tuesdays and Wednesdays from 8:30 am to 2:30 pm

**Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

## **IELTS Test Preparation Program**

IELTS Test Preparation course is specially designed to meet the basic needs of students in preparation for taking the actual IELTS exam as a requirement for entrance an institution of higher education. Specifically, the course provides students with test taking strategies and a thorough understanding and application of language skills namely reading, writing, speaking and listening to IELTS exam. Supplementary activities include lectures on grammar, sentence structure and construction, academic vocabulary, idiomatic expressions, pronunciation and intonation, as well as lessons on describing charts and graphs. Through said supplements, all courses will get students to explore various ways of enhancing their overall English skills necessary for taking the actual IELTS exam.

### Admission Requirements:

Current students who have completed and successfully passed the Intermediate level

New students who have completed the placement tests and met the placement test score requirement for the High Intermediate level

Student Visa: required

### **Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

### **Grades:**

Classwork 70%

Achievement Test 30%

### **Internship/Externship**

Not applicable

### **Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

### **Class Schedules:**

Mondays, Tuesdays and Wednesdays from 8:30 am to 2:30 pm

### **Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

## **International TESOL Program**

(18 hours per week)

*\*See Note*

The International TESOL program provides students with a comprehensive methodology for teaching English to speakers of other languages, as well as giving them hands-on teaching practice. Students gain a thorough understanding of EFL/ESL teaching techniques and a sound knowledge of the communicative approach to teaching reading, writing, speaking, and listening

skills

to ESL learners. The 12-week program offers a total of 20 hours per week, including 18 hours of instructions and 2 hours practicum.

### **Admission policies**

Minimum age of 18. Must have completed high school or equivalent of a GED.  
Current students who have completed and successfully passed the Advanced level.

New students who have completed the placement tests and met the placement test score requirement for the Advanced + level.

Student Visa: required

### **Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

### **Grades:**

Classwork 70%

Achievement Test 30%

### **Internship/Externship**

Not applicable

### **Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

### **Class Schedules:**

Mondays, Tuesdays and Wednesdays from 8:30 am to 2:30 pm

### **Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

## **English for Hospitality Program**

English for Hospitality program is a 12-week program that aims to teach professional English skills in the context of Hospitality and Tourism Management. The program focuses on the concepts of hospitality and logging, hotel management and services, and tourism. Listening, speaking, reading and writing skills will be taught throughout the coursework, projects and class activities. Grammar and vocabulary skills will also be trained in specific contexts.

In addition to building professional English skills, students will take guided field trips and learn about the history and culture of San Diego's tourism, visit famous hotels, convention centers, and network with professionals from around the world.

### **Admission Requirements:**

Current students who have completed and successfully passed the Intermediate level

New students who have completed the placement tests and met the placement test score requirement for the High Intermediate level

Student Visa: required

**Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

**Grades:**

Classwork 70%

Achievement Test 30%

**Internship/Externship**

Not applicable

**Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

**Class Schedules:**

Mondays, Tuesdays and Wednesdays from 8:30 am to 2:30 pm

**Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

**English Through Digital Media Program**

English through Digital Media Program is a 12-week program that guides students to learn English through the digital world. Through this program, students will learn the principles of digital marketing, creating content, digital marketing strategy, and the difference between inbound and outbound marketing. Students will learn English skills and digital marketing skills. They will create their own digital projects at the end of the course.

**Admission Requirements:**

Current students who have completed and successfully passed the Intermediate level

New students who have completed the placement tests and met the placement test score requirement for the High Intermediate level

Student Visa: required

**Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

**Grades:**

Classwork 70%

Achievement Test 30%

**Internship/Externship**

Not applicable

**Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

**Class Schedules:**

Mondays, Tuesdays and Wednesdays from 8:30 am to 2:30 pm

**Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

**English Through American Film**

English Through American Film is a 12-week program that helps students learn English through film and TV episodes. In this program students will build a solid core of vocabulary, slang, American accents, how to form opinions about the film, and how to use English in everyday life.

**Admission Requirements:**

Current students who have completed and successfully passed the Intermediate level

New students who have completed the placement tests and met the placement test score requirement for the High Intermediate level

Student Visa: required

**Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

**Grades:**

Classwork 70%

Achievement Test 30%

**Internship/Externship**

Not applicable

**Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

**Class Schedules:**

Mondays, Tuesdays and Wednesdays from 8:30 am to 2:30 pm

### **Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>

### **English through American Culture Program**

English through American Culture Program is a 12-week program that focuses on the rich American culture, customs, history, and community. Each week of the program focuses on one theme, including Travel, health, Entertainment, Language, Employment and so on. Students will learn all aspects of English skills and vocabulary through the weekly theme.

### **Admission Requirements:**

Current students who have completed and successfully passed the Intermediate level

New students who have completed the placement tests and met the placement test score requirement for the High Intermediate level

Student Visa: required

### **Requirements of Successful Completion**

Student must have an average grade of 75% or higher in all classes to pass this course.

### **Grades:**

Classwork 70%

Achievement Test 30%

### **Internship/Externship**

Not applicable

### **Total hours:**

Class meet in person for 18 hours per week. Total 216 hours.

### **Class Schedules:**

Mondays, Tuesdays and Wednesdays from 8:30 am to 2:30 pm

### **Session Start and End dates**

See school website <https://sandiego.inxacademy.edu/wp-content/uploads/2024/03/2024-2025Calendar.pdf>



## ***REVISION POLICY***

If any of these policies are revised, amended, expanded, curtailed or eradicated by the school administration; faculty and staff will be informed of the change at a staff meeting and students will be informed in classes. The revised policy will be disseminated by means of updates to the catalog, teachers' manual, or procedure manual, and posted in the office. The updated School Catalog will be posted on the school's website. The catalog is revised annually.

### **Website Compliance**

The following information can be found on our website.

1. The school catalog <https://sandiego.inxacademy.edu/wp-content/uploads/2025/01/INX-SD-Catalog-2025.pdf>
  
2. A School Performance Fact Sheet for each educational program offered by the institution.  
[https://sandiego.inxacademy.edu/wp-content/uploads/2024/11/2022\\_2023-SCHOOL- PERFORMANCE-FACT-SHEET.pdf](https://sandiego.inxacademy.edu/wp-content/uploads/2024/11/2022_2023-SCHOOL- PERFORMANCE-FACT-SHEET.pdf)
  
3. Student brochures offered by the institution.  
[https://sandiego.inxacademy.edu/wp-content/uploads/2020/04/INX-Brochure\\_Final-Layers\\_2020.pdf](https://sandiego.inxacademy.edu/wp-content/uploads/2020/04/INX-Brochure_Final-Layers_2020.pdf)
  
4. A link to the bureau's Internet Web Site.  
<https://www.bppe.ca.gov/>
  
5. The institution's most recent annual report submitted to the bureau.  
<https://www.bppe.ca.gov/webapplications/annualReports/2022/details/63821602>

# 2024

Term	Session	Start Date	End Date	Breaks Between Session	Center Holidays
Winter	Winter I	Jan 2	Jan 26		Jan 15 MLK Day
	Winter II	Jan 29	Feb 23		Feb 19 President's Day
	Winter III	Feb 26	Mar 22	Mar 25 Mar 29	
Spring	Spring I	Apr 1	Apr 26		
	Spring II	Apr 29	May 24		May 27 Memorial Day
	Spring III	May 27	June 21	Jun 24 Jun 28	June 19 Juneteenth
Summer	Summer I	July 1	July 26		July 4 Independence Day
	Summer II	July 29	Aug 23		
	Summer III	Aug 26	Sept 20	Sept 23 Sept 27	Sept 2 Labor Day
Fall	Fall I	Sept 30	Oct 25		Oct 14 Columbus Day
	Fall II	Oct 28	Nov 22		Nov 11 Veterans Day
	Fall III	Nov 25	Dec 20	Dec 23 Jan 03	Nov 28-29 Thanksgiving Christmas Break

# 2025

Term	Session	Start Date	End Date	Breaks Between Session	Center Holidays
Winter	Winter I	Jan 6	Jan 31		Jan 20 MLK Day
	Winter II	Feb 3	Feb 28		Feb 17 President's Day
	Winter III	Mar 3	Mar 28	Mar 31 Apr 04	
Spring	Spring I	Apr 7	May 2		
	Spring II	May 5	May 30		May 26 Memorial Day
	Spring III	June 2	June 27	Jun 30 Jul 04	June 19 Juneteenth
Summer	Summer I	July 7	Aug 1		July 4 Independence Day
	Summer II	Aug 4	Aug 29		
	Summer III	Sept 1	Sept 26	Sept 29 Oct 3	Sept 1 Labor Day
Fall	Fall I	Oct 6	Oct 31		Oct 13 Columbus Day
	Fall II	Nov 3	Nov 28		Nov 11 Veterans Day Nov 27-28 Thanksgiving
	Fall III	Dec 1	Dec 24	Dec 25 Jan 2	Christmas Break