

ATLANTIS LANGUAGE INSTITUTE

STUDENT HANDBOOK

The Atlantis Language Institute Mission is to provide

- local and international students seeking better understanding and use of the English language,
- professionals seeking enhancement of their performance in the English language, and
- non-native English speakers who desire to break the language barrier

with the essential language tools to support their growth as global citizens.

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Enrollment Procedures

AU/ALI's Admission Representatives follow an equal and ethical process of enrollment for all applicants.

Here are the steps to follow:

1- Application Fee

All prospective students applying to ALI must submit a \$90.00 non-refundable fee to start the process.

2- Personal Interview

All applicants must be 16 years old, or older. A personal interview with an admissions representative is required for all applicants prior to acceptance into ALI's program. During this interview, the admissions representative evaluates the applicant's goals.

3- Enrollment Agreement and Registration

Prospective students must complete an ALI Application that includes an Enrollment Agreement before receiving an acceptance by the institution.

Registration to classes requires that all tuition and fees are paid by the required dates.

Upon review of the application and enrollment documents, the Institute may determine acceptance of the prospective student to join ALI, and eligibility to register for classes.

Acceptance by Institution

To be eligible to apply for ALI's ESL program, prospects must be 16 years old, or older. Student must present ID card.

Parenthood representation is required for applicants under 18 years of age during the enrollment process.

At ALI, High School Diplomas are not a prerequisite to enroll in our program.

After completion of the enrollment process, all Atlantis Language Institute students must read the ALI Student Handbook which is available online at www.atlantisuniversity.edu for everyone to review.

Nonetheless, applicants review the handbook during the interview with Admissions. The applicant is encouraged to ask questions and is entitled to clarifications. The applicant signs the enrollment agreement and attests to the fact that s/he understands the terms and conditions of attending Atlantis Language Institute program. The applicant will be informed of the admissions decision by letter within ten (10) business days of the interview.

4- Program Level Placement Determination

All potential students must take ALI's level of proficiency Test to be placed accordingly in the corresponding level within ALI's program. Tests will be properly checked by designated Program Department personnel. Results from the test and determination of the starting level will be conveniently notified to new students before the corresponding class start date.

Policies on Course or Program Cancellation

Atlantis Language Institute offers courses based on the students' needs. However, if a course or program cancellation arises, due notice will be given to students. A decision to cancel a course is at the discretion of the Academic Department of ALLI.

Upon making such decisions, the Institute will notify the potential and enrolled students by way of email, hard copy mail, and if appropriate, by telephone.

This decision would be based on an enrollment substantially below the expected level, and the pattern of levels of past enrollment and/or the unavailability of an appropriate instructor.

The Atlantis Language Institute refund policy will apply.

Refund Policy

Should a student be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation from the program may be in writing or verbally.
2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the Institute or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
3. Cancellations following the third (3rd) business day after signing the Enrollment Agreement, but before the first day of class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Books and other learning materials are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the school, they are returnable if they are in good "as new" condition, and within first 20 days of withdrawal.
5. The termination date for refund computation purposes is the last date of actual attendance by the student.
6. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the school.

Hours of Operations

ALI's hours of operations are from Monday through Friday between **9:00am to 9:00pm**; except during the observation of National Holidays as indicated in the Academic Calendar.

Class Schedules

ALI offers a flexible schedule for day and afternoon shifts:

Day Schedule: Monday through Friday 9:00am – 1:00pm

Afternoon Schedule: Monday through Friday 2:00pm – 6:00pm

All students receive a 10-minutes break for each class hour of instruction.

Maximum Number of Students per Class

The maximum number of students per course is established at 18 students to guarantee sufficient time for student/faculty interactions, adequate tutorships and feedback.

Registration

All students are expected to register for courses by the registration date listed in the academic calendar. Students will be admitted to receive a grade only for classes for which they are registered. Alternative arrangements for payment must be made with the Financial Services Department prior to registration. The student must confirm that written notice of tuition payment arrangements is forwarded by the Financial Services Department to the Registrar. Students who fail to follow this procedure will not be considered registered and are not entitled to the student services of the

Failure to Register

A student who leaves the institute without obtaining a leave of absence, or who fails to register and pay the required tuition or fees for more than one term, must apply for readmission to ALI

Leave of Absence (LOA)

Students in good standing, who have a family or personal emergency, or who have military orders for active service, can take a leave of absence from Atlantis University and will not be required to apply for readmission. The student must make a written request for a leave of absence. The written request must state the nature of the emergency, and when the student is planning to resume classes. The leave may not exceed 180 days within any 12-month period.

The leave of absence must be approved by the School Director. Once approved the student is considered to be on an approved leave of absence (LOA). Courses that have commenced prior to the date of the approved Leave of Absence will be assigned a grade of Early Drop (ED) or Late Drop (LD). Early Drop (ED) grades assigned to these courses are not used in the calculation of the GPA and completion percentage. Late Drop (LD) grades will be used in the calculation of the completion percentage. If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

Withdrawals

Students withdrawing from the institute and seeking tuition refunds may notify the Administration Office of their intention to withdraw in writing. Nonattendance does not reduce or alter a student's financial obligation to the institute. If a student does not return when scheduled, he or she will be terminated. Atlantis Language Institute refund policy will apply. The last day of actual attendance will be used for refund purposes. Early Drop (ED) grades assigned to withdrawn courses are not used in the calculation of the student's GPA. Late Drop (LD) grades will be used in the calculation of the student's GPA.

Failure to Withdraw

Students who discontinue attendance in a course and who fail to withdraw within the designated period will earn the appropriate letter grade, which will be an F.

Attendance Policy

Students are expected to attend classes as scheduled. Attendance makes a direct impact on the student's academic performance.

In the event that a student is forced to be absent for any reason, it is recommended that the student consults with the instructor, in advance if possible, to establish how and when missed coursework can be made up properly. There are no charges to make up work. If absences exceed 20% in a calendar month, the student's academic advisor will be notified and the student will be subject to administrative review.

The academic advisor will submit recommendations to the Administrative Director. Excused absences will be granted for extenuating circumstances only. In case of special hardship, a student may petition the Administrative Director for suspension of the requirement or permission to withdraw without penalty.

Curriculum and Syllabi

On the first day of class, students receive a copy of the course syllabus containing course objectives, learning outcomes, course duration, content articulation, details about the grading rates, and more helpful information related to the course. An updated version of ALI Curricular document is provided on Forms and Templates section of this handbook.

Student achievement and Passing policy

At the end of every term each core strand counts 50 percent of the final score.

Contribution of language domain to Final Score (average)

DOMAIN	Listening & Speaking	Reading & Writing
Oral language	50%	
Literacy	-	50%

Main exams as scheduled per level

Strand	Week 4	Week 8
Listening & Speaking	Midterm test	Final test
Reading & Writing	Midterm test	Final test

Passing grade policy: The student must meet passing grades (60-D minimum) to progress to the next level as shown on the achievement scale. The final score, on a 100-points scale, is a weighted average of both strands (L&S and R&W) developed through the level completed. A final F grade (0-59) will automatically prevent the student from promotion to the next level.

Course overall score	8 weeks course
A (90-100)	Passing grade
B (80-89)	Passing grade
C (70-79)	Passing grade
D (60-69)	Passing grade
F (59 or below)	Must retake the course

Attendance. Please refer to *Important notes*.

Course Grade report. By the end of every course, the student will receive an official report with his/her achievement data. The printed copy of this document will reflect the main data about course achievement. To have the whole information that this report includes, refer to *Forms and Templates*

Repeat coursework policy

Retaking a course: The Institute allows a student to repeat a failed course, so that he/she can reach course outcomes as expected, and move on confidently to the next level. The student will be permitted to retake the course only once.

If the student re-takes the course successfully, the new grade will replace the “F”

Make-Up Work Policy

Students who are unable to complete required work by the end of a term may be granted an Incomplete grade (I) with the instructor’s approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated time frame suggested by the instructor.

Failure to make such arrangements, without administrative approval, will result in a failing grade.

Changes Made by Institution

Faculty, staff, and students will be notified about any changes made by the institution by affixing the change to their respective handbooks, on the web site, and notifications via mail.

Graduation Requirements

Only students successfully completing all 5 levels offered by the Atlantis Language Institute will be issued a Diploma of Completion of our program. Only those students will be allowed to participate in the commencement exercises

Students will not be issued ALI’s Diploma nor the official transcripts of their records until all debts and obligations owed to the Institute have been met.

Hazing Policy State of Florida Hazing law: 240.1325

Atlantis Language Institute (ALI) complies with Florida State Law prohibiting hazing. The definition of "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing is not allowed even with student consent. Any individual student or group of students found guilty of such violation will receive disciplinary probation, suspension, dismissal, expulsion or any combination of such penalties, depending upon the circumstances and the severity of the individual case.

After it has been determined that a student or employee of Atlantis Language Institute has participated in disruptive activities, the following penalties may be imposed against such person:(a) Immediate termination of contract of such employee; (b) Immediate expulsion of such student from the institution of higher learning for a minimum of 2 years.

It shall be considered a violation of this policy for any Atlantis Languge Institute employee, faculty member, or student to abuse others through harassing conduct or communication. Whenever such misconduct exists, the supervisor or other appropriate person is required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy.

Sexual Harassment Policy

Sexual harassment is unlawful and is unacceptable behavior at Atlantis Language Institute (ALI). It is unlawful to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of such a complaint. As part of ALI's overall nondiscrimination policy, we prohibit all forms of harassment of others because of race, color, religion, gender, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran or other protected status. In particular, an atmosphere of tension created by inappropriate sexual advances of any kind, discriminatory remarks or discriminatory animosity does not belong at the University and will not be tolerated. Full descriptions of ALI's sexual harassment policy are available from the Director of Student Services.

Americans with Disabilities Act (ADA)

Atlantis Language Institute maintains compliance with the Americans with Disabilities Act by making reasonable accommodation within the scope of compliance of the ADA. Its facilities are outfitted with restroom equipment for the physically disabled, and handicapped parking is available on campus. Requests for additional reasonable accommodations can be made to the Academic Director.

Drug-Free Learning and Working Environment

The unlawful possession, use, distribution, dispensation or manufacture of a controlled substance, including both illegal drugs and unauthorized use of alcohol or prescription drugs, is prohibited anywhere on the premises of Atlantis Language Institute. Violations of this policy will result in disciplinary procedures and/or criminal prosecution under state and federal laws.

Students or employees who are concerned about substance abuse are encouraged to consult with the Director of Student Services for confidential advice on resources available.

Health Insurance policy

Why Students Should Have Health Insurance?

For all students, good health is essential to achieving educational goals. Because maintaining good health requires access to health care when you need it, ATLANTIS

University strongly advises all international and domestic students to acquire it to protect them from the consequences or risks of not having adequate coverage while studying in the United States. The health insurance coverage is, one of the most important investments an international student will make while studying abroad.

Students need to protect themselves from the extreme financial loss or responsibility due to, accidental illness or emergencies that might occur while living in the United States. Having a good international student insurance plan can provide a student with the protection they need to avoid large financial losses.

ATLANTIS University has selected IFS plan because it offers a comprehensive plan for students with reasonable rates.

ATLANTIS Language Institute will verify during the enrollment process the health coverage status of all prospects. In the event that student does not hold health coverage, the institute will follow the same advising procedure as ATLANTIS University making sure that students are totally aware of the consequences of not having this important coverage while in the USA.

Academic Integrity policy

Honesty and integrity are core human and values. Atlantis Language Institute administration expects that each individual understands and takes responsibility for these values, for they are central to every aspect of student life, especially research, papers, coursework and examinations. Academic integrity is the responsibility of every student who registers at the institute, undergraduate and graduate alike. Dishonesty diminishes the quality of scholarship and deceives all those who depend on the integrity of the institute's academic programs.

Students should be particularly careful not to compromise their academic integrity regarding examination behavior, fabrication and plagiarism.

Furthermore, any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity.

Fabrication includes, but is not limited to, inventing or altering research for a research project or field project, and resubmitting returned and corrected academic work without the full knowledge and approval of the instructor.

Plagiarism consists of appropriating and passing another's ideas or words off as one's own. When using another's words or ideas, students must acknowledge the original source through recognized referencing practices.

When another's ideas are borrowed in whole or in part and restated in the student's own words, proper acknowledgment must be made.

Students who are unsure whether or not a citation is necessary, or what sort of citation is appropriate, should consult with their advisor or course instructor. Use of another's ideas or words must be properly acknowledged as follows:

- ★ Direct quotations must be acknowledged by footnote citation and by either quotation marks or other appropriate designation.
- ★ A footnote or proper internal citation must follow the paraphrased material.

The use of any external assistance during an examination will be considered academically dishonest unless expressly authorized by the instructor. Inappropriate examination behavior includes, but is not limited to:

- communicating with another student in any way during an exam
- copying material from another student's examination
- allowing another student to copy from one's examination paper
- using unauthorized notes or other unauthorized materials.

Other forms of academic dishonesty include, but are not limited to:

- the submission of another's paper as one's own work
- the use of a paper or essay to fulfill requirements in more than one class without both instructor's knowledge and expressed permission
- the acquisition of a copy of an examination in advance without the knowledge and consent of the instructor.

ALI Policy on Following U.S. Copyright Law and Fair Use Guidelines

All ALI faculty, staff, and administrators are required by ALI to abide by all U.S. copyright laws for the protection of authors and publishers, including guidelines for fair use by educational purposes. While copyright laws are extensive, a U.S. Copyright Office circular posted at ALI copiers and in offices provides a summary of guidelines for educators, particularly on pages 1 and 3-7.

This circular is available online at <http://www.copyright.gov/circs/circ21.pdf>.

All ALI personnel should familiarize themselves with these guidelines and follow them.

Any questions about implementing or adhering to this policy should be directed to the ALI Academic and Program directors, who will obtain further clarification from knowledgeable sources where applicable.

Courses of Action

Students who have acted dishonestly or breached the code of Academic Integrity or other ALI's student conduct policies may be subject to academic penalties, administrative review and/or dismissal from their academic programs, pending the decisions of the instructor and the director of the program. Students may appeal these decisions as outlined in the Grievance Procedure. It is ALI's policy that suspensions, probations and dismissals be listed on academic transcripts.

Any student dismissed from the Institute, for violations of academic integrity, policy or rule of conduct may apply for readmission.

In evaluating this reapplication, the Admissions staff will consult with the committee that originally made the decision to dismiss.

Field Trip and Guest Speaker Information

Students may be taken on field trips by their faculty member at appropriate times during the classroom training period. Field trips are designed to supplement classes and to introduce the student to situations and experiences that cannot be reproduced in the classroom.

Students need to be notified a minimum of one week in advance of field trips. All field trips must be submitted on a Field Trip Request Form a minimum of one week in advance.

Students' educational experience is often enhanced by guest speakers from the business and professional areas which they will be entering. Faculty members are encouraged to ask individuals from business and industry to speak to students about a variety of related subjects. Faculty members must inform the Academic Director of the class, day, and time the speaker will be visiting.

STUDENT DEVELOPMENT

Student Conduct

Students are expected to conduct themselves in accordance with Atlantis Language Institute's goals as an educational institution. This means that students should treat all members of the Institute community with courtesy, and their behavior should reflect the basic principles of respect for persons and property.

In order to maintain a learning environment that is safe and inviting for every member of the institute community, instructors may, with the approval of the Administrative Director, exclude from class any student who exhibits improper conduct. This includes:

- Non-compliance with rules and regulations.
- Conduct that reflects unfavorably upon the school or its students.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual or harassment of any kind including intimidation and discrimination.

Student Obligations

Should a student in Atlantis Language Institute (ALI) program fail to meet his or her obligations with respect to all tuition, fees and charges when due, or fail to make satisfactory payment arrangements with the Business Office with regard to tuition, fees and

charges, the institute may bar a student's registration, refuse admittance to classrooms, restrict library privileges or withhold certificates and diplomas, until such obligations are met. Continued failure to meet student obligations may result in suspension from the institute.

Should the students fail to return library materials when due, they will be responsible for fines and charges, which are posted in the Library. Further, if students fail to meet their library obligations, ALI reserves the right to bar registration and withhold certificates and diplomas to which students would otherwise be entitled.

ALI Department of STUDENT CAREER SERVICES

MISSION STATEMENT: In support of the ALI's mission, this department provides quality support services that enhance the overall development of students at the Institute. The purpose of this department is to ensure that the institute meets and exceeds students' education, advising, counseling, record maintenance and procedure for handling students' complaints.

All of the same services offered by the Career and Student-Services Department of Atlantis University are available for all active ALI's students

VISSION STATEMENT: The Student and Career Services Department is dedicated to helping students one-on-one and in a classroom environment. We engage the student population through well planned workshops and student activities that not only impact the on campus, but our community. We are focused on reducing student attrition and increasing student graduation rates. We are always listening to our student body to enhance and adapt our resources according to their needs. We are a well- developed and organized department that provides support to the institute's primary Mission Statement and Goals in an effective and efficient way, on a continual basis.

Main goals are:

1. To provide resources that enable students to develop stronger job skills.
2. To provide assistance in preparing résumés and cover letters, and in practicing interview techniques.
3. To organize all student's activities such as orientation, graduation, and social functions. To coordinate and facilitate the Grievance Committee sessions
4. To assist all students interested in housing and transportation with the necessary information needed to obtain the appropriate services.
5. To foster student development in an effort to maximize the potential of becoming a responsible, productive, contributing member of society.

6. To provide a secure environment and maintain appropriate physical resources which are conducive to the enhancement of the development of educational, cultural, social, and professional experiences.

We are student driven. We are Student Services.

Department Development

AU and ALI maintain written policies and procedures addressing student's services.

The Coordinator of Student and Career Services is the Administrative Office responsible for planning and implementing Student Development Services. Policies and procedures for student development programs and services are established by the administrative office, and revised annually.

Policies and procedures are shared with the entire staff and communicated via training sessions, orientations, and staff meetings, and then follow implementation.

It is the responsibility of the Student and Career Services Department at ALI to survey students about the development of their overall satisfaction along the program. Surveys are conducted on a regular basis and reviewed at the end of every semester. Results of these surveys are reviewed and utilized to improve existing services, and to determine which new services need to be implemented.

FUNCTIONS / SERVICES

Create and Schedule Professional Development Workshops:

The Student and Career Services Coordinator is responsible for scheduling professional development workshops and events to further the learning and development of Atlantis University and ALI students as applicable. For this, the Student and Career Services Coordinator must:

- Teach students skills in resume writing, job search strategies, and interviewing techniques
- Present and schedule development workshops in the areas of financial management, interviewing, professional resume, study skills, and time management...
- Communicate with department leaders about the distribution and implementation of these programs within their curriculum
- Ensure the workshop information is transmitted properly to the students

Oversee the Creation and Distribution of Student Information:

The Student and Career Services Coordinator is responsible for the creation and distribution of all departmental documents to campus organizations and other departments, as well as for the issuing of ID cards to students. To accomplish this, the Coordinator must:

- Manage the development of departmental monthly calendars containing the schedules of meetings, upcoming events, student activities, and guest speakers
- Provide each student with a valid ID card upon entry to ALI
- Routinely take pictures of campus events and students in the classroom
- Escort students to appropriate staff offices as needed

Coordinate and Facilitate Events, Meetings, and Student Activities:

The Student and Career Services Coordinator is responsible for coordinating and overseeing team and organizational meetings, departmental events, and student activities in order to provide a fruitful and resourceful network for students. To accomplish this, the Coordinator must:

- Coordinate and facilitate commencement ceremonies annually
- Coordinate and facilitate monthly new student orientations
- Coordinate and facilitate Student Government Association meetings per semester
- Coordinate and facilitate requests for new student organizations
- Participate, coordinate and/or facilitate student appreciation days each semester
- Participate, coordinate and/or facilitate student activities as necessary
- Coordinate grievance hearings and provide follow-up to affected parties

Orientation

The orientation program, held prior to the first day of each term, is designed to facilitate the student's transition to ALI, to familiarize new students with the organization and operation of the Institute, and to assist them in planning their academic schedule. During orientation, students are versed on the mission of ALI, rules and regulations, study techniques, academic standards, and counseling. Accordingly, all new students are encouraged to attend the orientation.

Advising and Counseling

Atlantis Language Institute maintains adequate student services and resources that support its students in maintaining satisfactory progress, achieving successful educational and student achievement outcomes (i.e., knowledge and skill attainment, retention, and graduation).

The Student and Career Services Department's advising and counseling role takes into account the program and size of the student body, and responds to individual student needs.

The advising and counseling services provided are usually academic in nature, therefore, the Student and Career Services Department works together with the Academic Department in providing Academic Advising sessions to all students of the Institute.

All students at ALI receive Academic Advising Sessions at least once per semester. These sessions are conducted by the Academic Department (Academic Coordinator, Academic Supervisor, Program Head, Deans). A form is completed during each session (Academic Advising Form and or Change of Status Form) and delineates the type of advising/counseling provided to the student.

The Academic Department meets with the Student and Career Services Department on a weekly basis and shares the information from the advising sessions with the students to take actions or implement corrections if needed.

Atlantis Language Institute maintains comprehensive documentation of student advising sessions. The completed forms are saved in a binder in the Academic Department, and a copy remains in the student folder.

ALI continually monitors and addresses the students' needs for services as a means to assist students achieve successful educational and student achievement outcomes.

Résumé Writing and Job Interviewing Preparation

The Department of Student Services aids in preparing résumés for interested students. Individuals are advised how to present their school and work experience in a functional, chronological, or specialized résumé format. Prepared handouts and packets are available for student's use accompanied by a variety of books on résumé writing. AU/ALI library also has an extensive collection of career studies / planning publications that students are advised to utilize. Résumés are reviewed and critiqued by the department and recommendations for revision are supplied to the individual requesting assistance. Student Services also conducts workshops and/or class presentations on these topics.

Job interviewing skills are presented to interested students through discussions, seminars and literature. Proper interviewing and follow-up techniques are presented to prepare them with professionalism and positive thinking.

Counseling

At ALI, counseling for academic reasons is available to all students. This counsel is sincere, friendly, and always confidential. Students can contact the Department of Student Services for additional information.

Health Services

The Department of Student Services maintains a listing of health centers and community hospitals if a student is in need of a health service referral.

Housing

Atlantis University does not offer housing, however through the Student Services Department, AU offers housing assistance, ALI students inclusive. The Institute assists all students interested in student housing to find local apartments and private rooms in close proximity to the campus. Students should request information regarding local apartment and housing information from the Student Services Department.

Transportation (On campus students only)

If a student is unable to arrange transportation to school, they are advised to contact the Student Services Department. The students' needs will be posted on campus in an effort to assist the student with making transportation arrangements with other students. In addition, Student Services will provide the student with schedules for local bus or train transportation (if available). Students seeking carpool would also contact Student Services for assistance.

Completion of ALI's program

Atlantis Language Institute policy states that all students who satisfactorily complete the complete ALI's program are eligible to onsite recognition of completion.

Student Records

ALI maintains a permanent educational record for all formerly enrolled students which consists of all admissions, academic, financial records and information upon which a student's enrollment is based. These records (physical or electronic) are securely maintained and protected against damage or loss (e.g., fire, water, theft, tampering, etc.).

ALI maintains an official transcript for all formerly enrolled students (i.e., graduates, and terminated or withdrawn students). The transcript must include, at a minimum, the program of study; the date of program entry; the date of graduation, termination or withdrawal; and the grades earned. An official transcript must be made available to students upon request and in accordance with ALI policies. The transcript is securely maintained indefinitely and protected against damage or loss (e.g., fire, water, theft, tampering, etc.).

Student records are securely kept as follows:

- Academic File: Is securely kept in the Registrar Office. The file contains all academic information from the student while attending the Institute (attendance records, transcripts, advising sessions, and admission's information: enrollment agreement and documents provided upon enrollment).
- Financial Records: Securely kept in the Finances Office. The file contains all financial records related to tuition/fee payments, and tuition refunds for a minimum of five years—as required by State or Federal regulations.

Disciplinary Responsibilities

The Department of Student Services acts as a neutral party in disciplinary actions. All witnessed matters requiring disciplinary attention are referred to the Academic Department, Administration and Compliance, for further investigation.

Student Disciplinary/Complaint/Grievance Procedures

Student Complaints

Atlantis Language Institute utilizes a policy and procedure for handling student complaints and informs students in writing of the policy and procedure. The institute's complaint policy and procedure is published in the ALI's Policy & Procedures handbook and includes a reference to the institution official(s) responsible for the complaint policy and procedure.

Student Complaint Policy

ALI's primary objective is to help its students meet their academic goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with instructors, the Student Services Department, or any staff member. Additionally, the Administration and Compliance Officer maintain an open-door policy regarding students' problems.

All students are entitled to fair processes and procedures. The Institute has procedures that allow its students to be heard, convey to the administration concerns they may have and provide a fair hearing for students. ALI will retain permanent records concerning formal complaints for a period of five years.

Student Complaint General

The institute is committed to its students and would like to know about student concerns. Students may voice concerns through normal administrative procedures which include meeting with the Student Services Department, or any staff member.

Equal Opportunity/Students with Disabilities Policy/FERPA Complaints

Atlantis Language Institute admits students of any race, color, and national or ethnic origin. The Institute's policy of equal opportunity employment and affirmative action, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status, or belief, be excluded from any training, be denied the benefit of, or be subjected to discrimination in any hiring practice or activity at ALI.

ALI complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified individuals with disabilities will be excluded by reason of the disabilities from enrolling in a course of instruction. Students wishing to avail themselves of special accommodations under the American Disabilities Act must disclose special needs. Accordingly, every effort will be made to make reasonable accommodation. Certain programs may require manual dexterity. Please consult the administrative office for further information.

ALI also complies with the Family Education Rights and Privacy Act-1974 (Public Law 93-380) concerning student records. Student information will only be released to any person, agency or legal authority as required by subpoena/legal process or by consent of the student (or eligible parent). Information will only be released on a consent basis where the student or eligible parent has provided written consent, signed, dated and specifying the information to be released, the reason for release and the name(s) of persons to whom the information is to be released.

A student who feels they have not been treated fairly under ALI's stated federal policies has the right to file a written complaint. A complaint should be submitted to the Compliance Officer. *These procedures apply only to complaints received in writing.*

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.
- All written complaints will be acknowledged by the institute within 10 business days of receipt of the complaint. The date of receipt should be marked on the complaint.
- Within 15 business days after acknowledging receipt of an Equal Opportunity, Students with Disabilities, or FERPA complaint, the Vice President will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with the Institute in the event they are not satisfied with the University's response.

Grievance Procedures

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. ALI strives to ensure fair and equal treatment for all of its students. For this reason, it insists that full attention be given to any grievance a student may have.

Students who have grievances should address them to the Academic Department or the Student Services Dept. who will give guidance and provide the student with information and direction for pursuing a resolution.

Students who are unsure how to utilize the grievance procedures or are uncomfortable addressing issues with the appropriate person should contact:

Carol Palacios - Compliance Officer at carol.palacios@atlantisuniversity.edu

Complaints against students or employees of the institute shall first be directed to the individual. Complaints must be made within six months of the problem.

All students are urged to discuss openly and frankly their school-related concern, problems or questions with their teachers. Effective two-way communication between teacher and student has always served the best interests of both. Many problems can be resolved in this way. For this reason, all teachers are expected to listen carefully to the student, consider the problem and try to resolve it through direct conversation.

If the student is not satisfied with this solution, he/she may write to the Academic Director, explaining the problem in detail. The Academic Director will review this letter carefully together with the Students Services Director and will arrange a meeting with the student to further understand the situation. Within 10 working days, the Academic Director should reply in writing to the student, stating the resolution of the matter.

If the student is still not satisfied with this solution, he/she may write a letter to the President of the University, stating the problem in detail and the steps that were taken to alleviate it. The decision of the President is final, and the student should receive a letter explaining that decision within 15 working days. All communications must be in writing and on file.

Enrollment Agreement Disputes/Arbitration Policy

The institute's enrollment agreement is the legal binding document between the student and ALI. It is agreed that in the event the parties to this enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules.

If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint a panel of arbitrators pursuant to section 682.04, F.S. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration.

However, if Atlantis Language Institute prevails in the arbitration proceeding, it will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified except in writing by the parties.

Social Activities

Student social activities are encouraged by the institute. The Student Services Coordinator is the Administrative unit responsible for planning and supervising social activities. These social activities are designed in support of the institution goals, and are in the interest of enhancing the student's educational goals. Many student activities are planned by student organizations. The Department of Student Services assists the student organizations in the planning of extracurricular activities for both in campus and online students. A sample of previous extracurricular activities include: culture days with ethnic foods, student government activities, Student Appreciation Days, toys drives, holiday activities and picnics.

Procedure for Requesting a Social Activity

Based on suggestions from the Faculty, Staff, student body, and the student services budget, the Student Services Coordinator will request approval from the Campus Administration a minimum of two weeks prior to the activity. Upon approval of the activity, the Department of Student Services will form any necessary committees needed to execute the activity in a timely fashion. If the activity is not approved, the comments made by the Administration are evaluated by the Student Services Coordinator. Based on the comments made, the Student Services Coordinator will amend the original request, restating the purpose and value, and if appropriate, resubmit a second request.

The Policy for Establishing Student Activities

Atlantis Language Institute has developed an action plan and calendar of events for student activities and programs. These plans are to support the mission statement and purpose of the institution.

Supervisory Role of ALI over Student Activities

The policy for the supervisory role over student activities is that ALI will provide an Administrative unit (Coordinator of Student Services) to supervise and oversee the activity, financial assistance, physical space, and social guidance in support of activities that have been approved, and must meet the institute's goals and purpose.

ALI accepts full liability for all activities held on its own property premises. All students attending any off-campus activity must sign a “Release of Liability Form”. In addition, ALI must provide the facility hosting the activity all necessary insurance documentation. The Student Services Coordinator, or an appointee, must attend all student activities, along with the appointed Chairperson and committee members.

Student Organizations

Student Organizations are in place to promote the general welfare of the student body; provide programs of educational, cultural, recreational and social value to the university community; and promote a spirit of harmony among faculty, staff, and students. Any student or faculty member who wishes to start a new student organization must complete an application and submit to Student Services to begin the approval process. Final approval will be given by the corresponding Administrative Office.

Students Rights and Responsibilities

Students Rights

All Atlantis Language Institute students have the right to:

- Know when they will receive their financial aid
- A copy of the documents describing the institution’s accreditation or licensing
- Information about ALI programs, it’s instructional, laboratory and other physical facilities, and its faculty
- Information concerning the cost of attending
- Information on the policy on refunds to students who withdraw
- Information as to how the Institute determines whether a student is making satisfactory progress and, if not, the nature of the procedures
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available
- Information as to who the Financial Services personnel are, where they’re located, and how to contact them.
- Know their academic advisor.
- Information concerning the institute’s policies regarding students conduct (attendance, dress code, academic dishonesty, tardiness, testing).
- Fair, equal, non-discriminatory treatment from all ALI personnel
- Access to their student records.
- Freedom of academic expression.

Student Responsibilities

It is the responsibility of each Atlantis Language Institute student to:

- Abide by the institute student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about the institute's program prior to enrollment
- Satisfactorily perform the work agreed upon in a Federal College Work-Study Program, if the student has been granted one
- Understand the institute's refund policy, which is clearly stated on the enrollment agreement and in the catalog
- Read the contents of the Enrolment Agreement Form carefully
- Purchase or otherwise furnish books and supplies
- Maintain ALI's property in a manner that does not deface, destroy, or harm it
- Return library books in a timely manner and pay any necessary fines that may be imposed
- Obtain required educational and financial clearances prior to graduation
- Comply with all parking regulations

PLACEMENT APPEAL POLICY

At Atlantis Language Institute everyone has the right to take a placement exam to determine a fair level placement in accordance to their proficiency in the English language.

This exam will provide an approach to the existing language skills of new students. It will reveal how well the student manages essential structures of the English language, and it will let the school plan fairly and effectively to help them achieve desired communication goals in both oral and writing forms. In the event that a student states actual health factors that may have interfered with his/her optimum performance during the previous exam, the student will be given a second opportunity to take the exam. ALI makes clear that only visible or provable health issues will be accepted to start an appeal on the level awarded after the exam.

PLACEMENT.....SCALE INTERPRETATION and Rubrics

Our placement test consists of two parts. There will be a weighted score/100 resulting from the two strands in Oxford exam. ALI production test/100 points will add factual perspective for Ali to advise the prospect starting level in our program

Part 1- Oxford Q-skills of Success exam / 100 points / 2 strands/ 50 questions each

RESULTS per strand	COURSE	PROFICIENCY
1-10 answers correct	ESL 1	Beginner
11-20- answers correct	ESL 2	Upper Beginner
21-30 answers correct	ESL 3	Intermediate
31-40 answers correct	ESL 4	Upper Intermediate
41-50 answers correct	ESL 5	Advanced

Part 2- ALI Speaking and Writing production of skills, 5 questions.

SCORE	COURSE	PROFICIENCY
0-20 pts	ESL 1	Beginner
21-40 pts	ESL 2	Upper Beginner
41-60 pts	ESL 3	Intermediate
61-80 pts	ESL 4	Upper Intermediate
81-100 pts	ESL 5	Advanced

Course	ESL 5	ESL 4	ESL 3	ESL 2	ESL 1
WRITING	Shows enhanced ability to support an opinion; the idea is well organized and supported with clear focus and logical argumentation Shows facility in the use of the language and vocabulary relevant to the purpose with few errors in grammar and mechanics.	Shows knowledge of organization. The idea is pretty well supported. Shows control of grammar and mechanics, with some errors. Shows some awareness of vocabulary relevant to the purpose	Shows knowledge of topic, supportive and concluding sentences, but the idea is poorly supported and developed. Some errors in grammar and mechanics; moderate awareness of vocabulary relevant to the purpose	Shows knowledge of paragraph structure and use of longer sentences, but the organization and development of the idea is very weak with poor awareness of vocabulary relevant to the purpose. Shows numerous errors in grammar and mechanics.	Shows basic knowledge of paragraph structure; the idea is not well organized and poorly developed, uses only simple sentences. Serious errors in grammar and mechanics.
SPEAKING (interaction and production)	Prospect is able to keep the focus and follow the speaker with ease; can handle sustained interpersonal interaction. Addresses the ideas with some complexity of thought and coherence, though it may show inconsistency in the use of complex grammar. Can manage oral responses accurately.	Prospect applies accurate word stress and intonation to communicative intent. Shows a generally accurate understanding and expresses the ideas fairly well with enhanced ability to address intended messages. Still not comfortable using some advanced grammar, but shows ability to correct some of his/her own mistakes. Fluency stills needs work.	Prospect can use intonation and word stress to keep the listener's attention. Shows moderate understanding and responds coherently, but not fully aware of own mistakes. Able to sustain short conversations in appropriate way, but fluency is inconsistent. Knowledge of grammar and word choice are still moderate	Prospect shows basic awareness of intonation appropriate to communicative intent. Student understanding of the oral message is limited and expresses the ideas with poor organization. Frequently makes relevant errors in grammar.	Prospect shows basic awareness of intonation patterns (questions) Understanding is very limited, needs repetition and slow talk to confirm basic comprehension. Limited spontaneous expression.

Forms and Templates

ALI Program-Curriculum

The Atlantis Language Institute Mission is to provide

- local and international students seeking better understanding and use of the English language
- professionals seeking enhancement of their performance in the English language, and
- other non-native speakers of English who desire to break their language barrier

with the essential language tools to support their growth as global citizens.

COURSES and levels of proficiency

- ESL 1** Beginning
- ESL 2** Upper beginning
- ESL 3** Intermediate
- ESL 4** Upper Intermediate
- ESL 5** Advanced

LENGTH and STRUCTURE: Total (entire program) contact hours: **800**

Weekly contact hours: **20** Daily contact hours: **4**

TERMS	TERM 1	TERM 2	TERM 3	TERM 4	TERM 5	TOTAL
COURSE	ESL 1	ESL 2	ESL 3	ESL 4	ESL 5	5
Instructional hours	128	128	128	128	128	640
LAB-Conversation hours	32	32	32	32	32	160

Course	Course Goal	Course Objectives	Course Student Learning Outcomes
ESL 1	This course is intended for students starting in a beginner level of proficiency. Through this course, the student should gain awareness of the essential skills of the language: listening and speaking, reading-comprehension, and essential writing.	<p>The purpose of this course is to conduct learning opportunities in which students experience, practice, and acquire skills and knowledge on:</p> <p>Listening & Speaking:</p> <ul style="list-style-type: none"> -Essential pronunciation patterns -Understanding the spoken language -Basic grammar structures -Some verbs + infinitives such as <i>like, want, need</i> to address agreement or disagreement, likes, dislikes, preferences and feelings -Figuring out the meaning of some words in context <p>Reading:</p> <ul style="list-style-type: none"> -Words with similar meanings -Main idea in a paragraph -Parts of a letter -Sentence structure <p>Writing:</p> <ul style="list-style-type: none"> -Grammar structure of simple tenses, present and past -Topic, body, and concluding sentences -Idea sequence in a paragraph -Subject-verb relation -Basic parts of speech such as adjectives and connectors -Word choice 	<p>Listening & Speaking: (Oral interaction): Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Demonstrate awareness of the use of intonation patterns for questions and exclamations -Request repetition and/or clarification to confirm basic understanding -Respond to basic instructions in academic settings -Address briefly to personal information such as needs, likes/dislikes, preferences and feelings using familiar phrases and facial cues -Predict a topic in audio visuals through its vocabulary <p>Reading: Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Detect familiar words in academic texts. -Use a dictionary to distinguish between words with similar meanings -Scan paragraphs to recognize main ideas as possible -Recognize heading, body, and closing of a letter. <p>Writing: Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Demonstrate awareness of the structure of a paragraph -Edit simple sentences to ensure correct subject-verb agreement -Write brief accounts of experiences in simple present and simple past tenses. -Write basic description of people and places -Write short e-mails for personal purposes -Start using reference materials to expand word choice
ESL 2	This course is intended for students starting in an Upper Beginner level of proficiency. The student should grow in the recognition and use of the four basic skills of the language: listening/understanding, speaking, reading/comprehension, and basic writing.	<p>The purpose of this course is to conduct learning opportunities in which students experience, practice, and acquire skills and knowledge on:</p> <p>Listening & Speaking:</p> <ul style="list-style-type: none"> -Patterns for effective communicative intent -Speaker's attitude -Grammar structures as suggested for this level -Word order and specific phrases to guide the listener -Referring to personal and 	<p>Listening & Speaking: (Oral interaction): Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Demonstrate moderate awareness of intonation appropriate to communicative intent -Determine the speaker's attitude when expressing opinions by listening for intonation -Refer to: <ul style="list-style-type: none"> *events happening in present or past *events that happen or may happen in the future *planning of events -Apply adequate word order to give basic instructions in academic and

		<p>familiar plans. -Taking notes Reading: -Main and supporting ideas -Topic sentence in a multi paragraph composition -Prediction of content -Comprehension of essential information in a text Writing: -Planning before writing -Word order to facilitate the reader's understanding. -Idea sequence in a multi paragraph composition -Compound sentences -Addressing ideas -Critical thinking</p>	<p>family settings -Take brief notes to prepare for a group discussion Reading: Upon completion of this level, students will be able to: -Scan paragraphs to recognize main ideas and some supporting details as possible -Use title and topic sentence to make basic prediction of content -Respond to basic comprehension questions about short informational texts Writing: Upon completion of this level, students will be able to: -Search, collect and organize simple information for a presentation -Write short accounts of personal and family plans. -Develop an opinion paragraph with topic, body and concluding sentences -Demonstrate awareness of longer sentences in academic writing -Write short notes and emails for personal purposes -Apply basic editing of a paragraph</p>
<p>ESL 3</p>	<p>This course is intended for students moving on to an Intermediate level of proficiency. Through this course the students continue to develop language skills necessary to strengthen oral and written communication within their demanding social and professional environment.</p>	<p>The purpose of this course is to conduct learning opportunities in which students experience, practice, and acquire skills and knowledge on: Listening & Speaking -Patterns for effective communicative intent -Keeping listeners' attention on the main idea -Addressing to diverse recipients -Idea sequence and types of sentences -Conversational turns -Tag questions -Informal communication -Maintaining the listener's interest -Present and past perfect tenses Reading: -Tips for comprehension of more complex texts -Recognition of beginning, middle, and end of a story -Critical thinking, fact and opinion -Timelines -Spelling of high frequency words</p>	<p>Listening & Speaking (Oral interaction): Upon completion of this level, students will be able to: -Apply accurate intonation to communicative intent -Draw listeners' attention to the main idea of the speech by using repetition and signal words -Demonstrate awareness of formal and informal communication while making requests -Sustaining short conversations and take turns attending and reacting in a culturally appropriate way -Keep the listener's interest by varying intonation and stressing important words -Refer to prior experiences and events adding basic complexity to the sentences as needed -Use tag questions to find out what someone thinks Reading: Upon completion of this level, students will be able to: -Locate desired information on longer texts. -Paraphrase as needed to check comprehension -Distinguish between facts and opinions in simple literary texts -Use prior knowledge to easily predict content</p>

		<ul style="list-style-type: none"> -Recognition of pronunciation patterns in moderate texts Writing: -Planning academic presentations -Addressing requests and ideas -Structure of traditional essays -Chronological structure in a text -Idioms and slangs 	<ul style="list-style-type: none"> -Determine the sequence of an event using a timeline -Apply correct spelling of high frequency words when required to read aloud. -Demonstrate moderate awareness of intonation with choices for thought groups while reading Writing: Upon completion of this level, students will be able to: -Search for, collect and organize information for a presentation -Make written requests and address ideas to diverse recipients with proper exposition of the message as intended -Draw topic, supporting, and concluding sentences for a multi-paragraph -Write sentences to tell or retell a story in chronological sequence.
ESL 4	<p>This level is intended for students in an Upper Intermediate level of proficiency that allows them to deliver stronger communication skills, but still need to add complexity to their performance in the oral and written language. It intends to guide the students through the recognition and adequate use of more complex structures of the English language in both oral and written forms</p>	<p>The purpose of this course is to conduct learning opportunities in which students experience, practice, and acquire skills and knowledge on:</p> <p>Listening & Speaking</p> <ul style="list-style-type: none"> -Patterns for effective communicative intent -Fluent and coherent oral interaction -Detecting the topic of a speech -Taking notes during a presentation -Expressing certainty and uncertainty -Pointing to important information -Keeping a conversation into a comfortable area -Word variety <p>Reading:</p> <ul style="list-style-type: none"> -Graphic organizers and organizational structures -Literary texts -Meaning through context -Recognition of pronunciation patterns in complex texts <p>Writing:</p> <ul style="list-style-type: none"> -Defining the audience before writing -Recognizing sensory language 	<p>Listening & Speaking (Oral interaction) Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Apply accurate word stress and intonation to communicative intent -Engage and take turns in conversations appropriately with full awareness of listener's perspective. -Listen for expressions and words that announce the topic of the speech they will hear -Demonstrate enhanced ability to participate in a group discussion after a presentation -Support certainty and uncertainty with clear point of view -Demonstrate enhanced ability to address intended messages by stressing key words throughout the speech. -Keep certain information out of discussion by avoiding questions or changing the topic -Demonstrate advanced use of word variety when addressing the oral message. <p>Reading: Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Demonstrate ability to understand the organizational structure of a text. -Demonstrate comprehension of main idea and supporting details in moderate literary texts -Detect and analyze text features that contribute to meaning and facilitate

		<ul style="list-style-type: none"> -Developing and editing essays -Parallel structure and complex idea sequence -Effective use of reference materials 	<p>understanding of literary texts</p> <ul style="list-style-type: none"> -Demonstrate full awareness of sentence rhythm, intonation and pauses for thought groups while reading <p>Writing: Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Demonstrate the degree of formality appropriate for the audience targeted and for the purpose of an essay -Help readers visualize intended information with effective descriptive language -Apply knowledge on organization, parallel structure and tense inconsistencies in simple, compound, and complex sentences when editing -Show advanced use of reference materials to enrich technical vocabulary
<p>ESL 5</p>	<p>This level is prepared for students who wish or need to perform with more advanced level of proficiency in the oral and written modes. It intends to guide the students through more sharpness in their listening-understanding skills, neater comprehension of complex readings, proper management of essential writing skills, and a more fluent speaking.</p>	<p>The purpose of this course is to conduct learning opportunities in which students experience, practice, and acquire skills and knowledge on:</p> <p>Listening & Speaking</p> <ul style="list-style-type: none"> -Patterns for effective communicative intent -Identifying topics of conversation -Extended speeches -Extended conversations -Expressions that can be or should not be used in adequate communication - presentations <p>Reading:</p> <ul style="list-style-type: none"> -Interacting with written language -Fluent recognition of pronunciation patterns in diverse texts -Features in Literary texts <p>Writing:</p> <ul style="list-style-type: none"> -Persuasive writing -Relate examples to main ideas -Making the written expression more believable and informative -Writing effectively -Technical vocabulary 	<p>Listening & Speaking (Oral interaction): Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Apply pronunciation, word stress and intonation appropriate to communicative intent -Demonstrate ability to formulate pre-listening questions to infer the topic of a conversation in diverse settings, as needed -Demonstrate comprehension of multi-step instructions and/or extended speech with sustained, interpersonal interaction. -Engage, take turns and close conversations appropriately. -Apply proper use of formal and/or informal language in diverse settings as required -Use adequate use of pace, visual aids, gestures, and appropriate degree of formality for the audience and setting. -Demonstrate a wide range of accurate oral responses <p>Reading: Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Demonstrate adequate involvement and construction of meaning in texts of diverse types -Demonstrate appropriate sentence rhythm, intonation with choices and pauses for thought groups while reading -Demonstrate adequate understanding of literary forms with acceptable evaluation of points of view <p>Writing: Upon completion of this level, students will be able to:</p> <ul style="list-style-type: none"> -Demonstrate enhanced ability to

			<p>support opinions with facts</p> <ul style="list-style-type: none"> -Gain reliability by citing reliable sources -Write coherent compositions and standard essays with clear focus, well-developed paragraphs, and logical argumentation -Apply effective language when prompted to submit job application letters, thank you letter/emails to potential employers, and letters addressing attention towards social affairs. -Demonstrate full awareness of technical vocabulary relevant to its purpose.
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**ATLANTIS LANGUAGE INSTITUTE
ENROLLMENT AGREEMENT**

STEP 1: COMPLETE PERSONAL INFORMATION

To be eligible to apply for ALI's ESL program, prospects must be 16 years old, or older. Student must present ID card. Parenthood representation is required for applicants under 18 years of age during the enrollment process.

I hereby apply for enrollment at Atlantis Language Institute. A representative has explained the program details and terms of the Enrollment Agreement.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Country: _____

Contact Phone numbers:

Home: _____ Work: _____ Cell: _____

Emergency contact name & phone number:

Date of Birth: ____/____/____ Email address:

STEP 2: STATE YOUR PROGRAM at ALI

I hereby apply for admission to the Program indicated below. I agree to follow the requirements and upon the successful completion of all courses, and the payment of all required tuition and fees, I will receive a:

PROGRAM	PROGRAM LEVEL	PROGRAM LENGTH	COST (per level)
English as a Second Language	<input type="checkbox"/> ESL 1 <input type="checkbox"/> ESL 2 <input type="checkbox"/> ESL 3 <input type="checkbox"/> ESL 4 <input type="checkbox"/> ESL 5	160 contact hours 45 weeks in total 8 weeks each level	\$1440.00

Registration begins 6 weeks prior to the first day of class and ends one week after the first day of class.

I understand that textbooks and learning materials mean additional costs, and are to be paid by the students.

I understand that admission to Atlantis Language Institute does not constitute admission to Atlantis University. However, I'm aware that, being an active ALI's student, awards me the right to receive all of the same services offered to students by the University.

Application fee: There is a one-time application fee of \$ 90.00 for ATLANTIS Language Institute. Fee is non-refundable

Books and materials costs: Approximate costs are \$100 to \$200 per course

PROGRAM START DATE: _____ ANTICIPATED DATE OF COMPLETION:

CREDENTIAL TO BE AWARDED UPON COMPLETION OF THE COMPLETE PROGRAM (5 LEVELS): ALI's Diploma

Tuition for the program is shown. There is no carrying, interest, or service charges connected to the program

Contracts are not sold to a third party at any time.

The one-time/non-refundable Application Fee must be paid at the time the Enrollment Agreement is completed.

STEP 3: TUITION, PAYMENT PLANS, AND TERMS OF PAYMENT

Please check: I am paying the Application Fee of \$90.00.

TERMS OF PAYMENT Select one:

Plan One: Full payment at time of signing enrollment agreement. Total: \$ _____

Plan Two: Payment Schedule as follows:

Initial Down payment	Number of further installments	Amount per installment	Payments due date
\$ _____	_____	\$ _____	<input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER (Specify) _____ Same day each payment beginning on: ____/____/____

TERMS OF AGREEMENT: This agreement covers a tuition period for ___ESL 1 ___ ESL 2 ___ ESL 3 ___ ESL 4 ___ ESL 5 level (s).

Each ATLANTIS Language Institute level is 8 weeks in length.

Late fees may be assessed to past due balances. You may prepay the unpaid balance at any time.

The student's grades and certificate of completion will not be withheld until all fees and financial obligations have been met.

SCHEDULE, TIME AND ATTENDANCE

I hereby agree to schedule my class as follows:

(Start date) Beginning on ____/____/____ (Time) from: ____: ____ to ____: ____

(Days of the week attending) ___MONDAY ___ TUESDAY ___ WEDNESDAY ___ THURSDAY ___FRIDAY

CANCELATION AND RETURN POLICY

1. Cancellation from the program may be in writing or verbally.
2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the ATLANTIS Language Institute or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Registration fee
4. For Students enrolled in Diploma Programs: Courses can be dropped from the student's schedule during the first week of the course without penalties. Withdrawal or termination from the program prior to 20% completion of the registered courses in the term will result in a prorated refund of tuition. Cancellation after completing 20% of the registered courses in the term will result in no refund, and student will be responsible for the total cost of the program.
5. Books and materials are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the program, books and other learning materials costs are refundable within 20 days of withdrawal if the materials are in good "as new" condition.
6. The termination date for refund computation purposes is the last date of actual attendance by the student.
7. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the program.

Other Terms and Conditions. A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the ATLANTIS Language Institute site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. The Institute will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

Step 4 READ & SIGN

Notice to student: Do not sign this Enrollment Agreement before you read it thoroughly. Do not sign it if it contains any blank spaces. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights.

____ I have read the terms and conditions contained in this Enrollment Agreement and understand that this Agreement constitutes a binding contract upon written acceptance by the ATLANTIS Language Institute

____ I have received a copy of this Enrollment Agreement. It is signed by the school and me as student/parent.

Student signature _____ Date ____ / ____ / _____

Parent/guardian signature if student's age is under 18 _____
Date ____ / ____ / _____

ENROLLMENT AGREEMENT
FOR ALI USE ONLY

Payment has been received in the amount of \$ _____ Date
____ / ____ / _____

Signature of Director of Admissions: _____ Title:

Signature of Authorized School Representative: _____ Title:

Acceptance date: Date ____ / ____ / _____

ATLANTIS LANGUAGE INSTITUTE

Grievance Processing Form

To be completed by the Student Services Coordinator and maintained in the student's permanent file upon completion of the Grievance Hearing.

STUDENT INFORMATION

STUDENT NAME: _____

DATE PAPERWORK PROVIDED TO STUDENT: ____/____/____

DATE COMPLETED PAPERWORK RECEIVED FROM STUDENT: _____

DATE HEARING SCHEDULED FOR: _____

COMMITTEE MEMBERS

STUDENT: _____

FACULTY # 1: _____

FACULTY # 2: _____

STAFF # 1: _____

STAFF # 2: _____

NOTIFICATION

UPON RECEIPT

UPON CONCLUSION

PRESIDENT

COMPLIANCE OFFICER

ACADEMIC AFFAIRS

STUDENT SERVICES

ATLANTIS LANGUAGE INSTITUTE

Request for a Grievance Committee Hearing

Name: _____ Date: _____

Program: _____ SSN: _____

Grievance:

The Grievance Committee is a closed proceeding; therefore, please indicate if you are requesting any additional participants on your behalf:

Name: _____ Relation: _____

___I hereby certify that the information herein is complete and accurate to the best of my knowledge

Signature
/ _____

Date: ___ / ___

THE FOLLOWING IS TO BE COMPLETED BY ADMINISTRATION ONLY:

The Grievance Committee has been scheduled for:

Student Name: _____

Date: _____ Time: _____ Location _____

ATLANTIS LANGUAGE INSTITUTE

CONFIDENTIALITY OF STUDENT RECORDS FOR GRIEVANCE
STATEMENT OF UNDERSTANDING REGARDING COMMITTEE PARTICIPANTS

COMMITTEE MEMBER ACKNOWLEDGEMENT

Atlantis Language Institute, in the conduct of its normal business, collects, maintains and archives many forms of confidential information on students. The university, under the Family Education Rights and Privacy Act (FERPA) of 1974 (as amended), is responsible for maintaining and protecting the confidentiality of students records and is specifically prohibited from releasing non-directory information to third parties without the student's written consent.

Access to confidential student records information is granted to you to assist you in the conduct of your business on behalf of Atlantis Language Institute and its students. Accepting this access makes you responsible and liable for maintaining this confidentiality. Under no circumstances may you release or provide access to information to another person except as stated in your need for access.

Persons who violate the confidentiality of student records may be subject to disciplinary action or dismissal from job duties.

Signature _____

Date ___ / ___ / _____

Name (Print) _____

SSN (if applicable) _____

Atlantis Language Institute Department or Area of Responsibility (Print – for AU Employees Only)

RELEASE ALLOWING CONFIDENTIAL STUDENT RECORDS TO BE DISCUSSED DURING GRIEVANCE PROCESS

STUDENT ACKNOWLEDGEMENT

The undersigned student hereby acknowledges his/her right with regard to the confidentiality of documents and the content thereof as may be contained in his/her financial, student, and academic files whether in electronic or printed media.

The student understands that, in no way, is he/she compelled to divulge confidential records relating to his/her finances, academic progress, placement, and like information. The student understands that, by his/her choice of a grievance hearing, the subject of which involves student records, he/she has agreed to allow Administration, Staff, and the student representative access to his/her records as may reasonably be required in order to render an advisory decision/recommendation in his/her grievance hearing.

The student further agrees not to proceed against Atlantis Language Institute, its employees, or any students present during any phase of the grievance hearing for viewing, discussing, or possessing information relating to the student's personal Institute records, finances, or similar documents as part of the grievance process.

Student Signature _____

Date ____ / ____ / _____

ATLANTIS LANGUAGE INSTITUTE
ESL Proficiency Test

REPORT of Test results

This letter states that the student _____ has taken our ESL proficiency test to determine a starting level in our ESL program.

Test administration:

Location _____

Date _____

Administered by _____

Revised by _____

After careful revision of the exam, we state that the candidate answered _____ (out of 100) questions correctly. Following the Grading Scale stated by *Q Skills Placement Test* for levels of proficiency, the results are:

Listening & speaking section: _____correct Reading & Writing section: _____correct

We strongly recommend the student mentioned above to start _____ course of our current program. A copy of the test is attached to this report.

____I hereby understand and accept the results stated on this report.

Student _____

Date:

Admissions Representative _____

Date:

Program Director _____

Date:

**ATLANTIS LANGUAGE INSTITUTE
ACADEMIC COUNSELING FORM**

STUDENT: _____
____/____/_____

Date:

COUNSELOR: _____ Title:

Course level: _____

Objective of this counseling: This meeting is designed to make the student aware of his/her actual academic situation, discuss key points related to it, and agree on a plan that will help the student achieve the goals for this period.

Points of discussion

Plan of action

I understand the points of discussion mentioned above and I am aware of my current academic situation. I agree to follow my counselor's advice to reach my goals for this period.

Student Counseled Remarks at signing:

Signature of Student Counseled: _____

Date: ____/____/____

Counselor Signature: _____

Assessment: *(How the plan of action helped the student to reach goals desired)*

Student Counseled: _____

Counselor: -

Academic Administrator _____

Date of Assessment: ____/____/____

**ATLANTIS LANGUAGE INSTITUTE
STUDENT SERVICES SATISFACTION SURVEY**

A primary goal of Student Services is to grow in our ability to help our students achieve their learning goals. *Responses help us identify our strengths and weaknesses so that we may better serve our students.*

Student Course level: _____ **Course start date:** ____/____/_____

Please rate the following services offered to enhance your learning experience and professional development while attending Atlantis Language Institute. Following the scale suggested below, write your response in the box to the right of each service listed.

Score list:

O-Outstanding service **C**- Commendable service

MN- Meets my needs

NI Needs improvement

NA- Not applicable to my case

New Student Orientation _____ Student Activities _____ Student Career Center _____

Enhancement Workshops _____ Social Activities _____ Referral Services _____

Complaint procedures _____ Newsletters / Campus Communication _____

Please indicate if there are other services you would like the Office of Student Services to make available.

- 1.
- 2.
- 3.

Would you be willing to write a brief testimonial as to how ALI has contributed to your goals?

Yes ____ **No** ____ If **Yes**, please feel free to write it below.

Course Grade Report

Student: _____ Course taken: _____
Instructor: _____

Atlantis Language Institute states its achievement scale as shown below

Course overall score for each 8 weeks' course

A (90-100)	Passing grade
B (80-89)	Passing grade
C (70-79)	Passing grade
D (60-69)	Passing grade
F (59 or below)	Must retake the course

Passing grade policy: The student must meet passing grades (60-D minimum) to progress to the next level as shown on the achievement scale. The final score, on a 100-points scale, is a weighted average of both sections (L&S and R&W) developed through the level completed. A final F grade (0-59) will automatically prevent the student from promotion to the next level.

Student course final grade (numeric & letter) _____ **Attendance for this period (%)** _____

Based on the data shown above, Atlantis Language Institute states that this student

_____ has met successfully the academic requirements for the course taken.
_____ has not met the academic requirements for the course taken.

Therefore,

_____ the student is entitled to move on with our _____ level.
_____ the student needs to re-take this course.

___ I have discussed the information stated on this report with my professor. I agree with the disclosure of my grades and the final statement

Student signature: _____

Instructor Signature: _____

Program Director: _____

Date: _____

ACHIEVEMENT SCALE INTERPRETATION

COURSE LEVEL and Summary of student outcomes by level.

ESL 1 – Beginning: By the end of ESL 1: The passing student demonstrates skills in all language domains according to the program's course student learning outcomes, which enable success in ALI ESL 2 courses.

ESL 2 – Upper Beginning: By the end of ESL 2: The passing student demonstrates skills in all language domains according to the program's course student learning outcomes, which enable success in ALI ESL 3 courses.

ESL 3 – Intermediate: By the end of ESL 3: The passing student demonstrates skills in all language domains according to the program’s course student learning outcomes, which enable success in ALI ESL 4 courses.

ESL 4 – High Intermediate: By the end of ESL 4: The passing student demonstrates skills in all language domains according to the program’s course student learning outcomes, which enable success in ALI ESL 5 courses.

ESL 5 – Advanced: By the end of ESL 5: The passing student demonstrates skills in all language domains according to the program’s course student learning outcomes, which enable his/her performance in the American university classroom.

Summary of Students Learning Outcomes by level. This information may not appear in the students printed report, but it will be attached to the **Course Completion Certificates** and will be accessible for all parties interested through the main documents related to Academics: Student Handbook, Website, and Policies & Procedures handbook.

**ATLANTIS LANGUAGE INSTITUTE
ESL program Prospect Survey**

Dear you; your interest in our ESL program is highly valued by everyone at Atlantis Language Institute. Communication opens the doors to the world! Thanks for reaching us out.

The ESL course at Atlantis Language Institute will support the enhancement of your oral and written communication in the English language. We will consider your needs to enrich the effectiveness of our program.

Prospect name: _____
(optional)

Age: _____

If you live outside the United States, please state your current country of residency:

Please check in the box accordingly

	Not able	Poorly	Fairly do	Very well
Follow instructions with proper understanding.				
Follow and understand media (TV, Radio..) talks				
Follow and understand phone conversations				
Follow extended oral information with proper understanding.				
Use adequate organization of the ideas to express my thoughts				
Speak with fluency				
Use adequate intonation, word stress and tone of the voice				

Initiate a "small talk" with confidence				
Pronounce clearly; people understand my oral message				
Take turns in a short conversation				
Take turns in an extended conversation				
Recognize and use parts of speech (please check) ___noun ___pronoun ___verb ___adjective ___adverb ___preposition ___conjunction ___interjection				
Use grammar tenses correctly in my spoken communication				
Use grammar tenses correctly in my written communication				
Use simple sentences to express my ideas.				
Use compound and complex sentences to express my ideas				
Compose simple, compound and complex sentences				
Write well developed paragraphs				
Write an academic essay.				
Write personal letters and emails				
Write letters to address social or professional matters of my interest				
Read literary texts with adequate interpretation of the main idea.				
Read academic texts with adequate comprehension				
Read and respond instructions, understand what's indicated				
Recognize formal and informal language				

Date: __/__/__

Please refer to other aspects of the language that you do not see in the chart and you may need to train: