



# School Catalog

St Giles International  
785 Market Street Suite 300  
San Francisco, CA 94103  
(415) 4788-3552

[www.stgiles-international.com](http://www.stgiles-international.com)

([www.stgiles-international.com/english-language-schools/usa/san-francisco](http://www.stgiles-international.com/english-language-schools/usa/san-francisco))

Period covered by this catalog: 1 Jan 2014- 31 Dec 2014

# St Giles' Mission Statement:

- To provide high quality courses for international students and trainee teachers in a positive and inclusive learner-centered environment, focusing on the students' real and practical aspirations.
- To offer a range of student support services to enable our students to enjoy their courses to the full.

**BPPE Approval:** St Giles International is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE approval means compliance with minimum standards set forth by the State of California.

1. 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 P.O. Box 980818, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) tel: 916-431-6959 fax: 916-263-1897
2. 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.
3. A student or 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)

**CEA Accreditation:** St Giles International San Francisco is accredited by the CEA, The Commission on English Language Program Accreditation (CEA). The CEA is recognized by the US Board of Education.

## Address:

All classes are held at:  
785 Market Street Suite 300  
San Francisco, CA 94117

## Programs:

### General English Courses 1-23 weeks

Our General English courses are designed to help you communicate more effectively and confidently in everyday situations. The course is ideal if you want to improve your English skills in a short amount of time and study between 1 and 23 weeks. Your lessons will focus on improving your confidence and your speaking and listening skills. After you take a General English course at St Giles, you should:

- Be able to speak with greater confidence and fluency with an increased vocabulary
- Have developed your listening, reading and writing skills
- Have a greater understanding of the grammatical structure of English

All prices in USD \$

Course length (weeks)	1	2-3	4-7	8-11	12-15	16+	Starting dates
28 lessons per week 09.00-15.50†	549	462	418	409	390	339	every Monday except public holidays
22 lessons per week 09.00-13.00*†	498	420	373	360	346	307	Entry level Elementary + (A1)
22 lessons per week 14.00-17.50*†	395	333	296	284	274	240	Beginner level see: <b>English for Special Purposes –</b>
20 lessons per week 09.00-13.00	454	383	340	326	317	n/a	

20 lessons per week 14.00-17.50	<b>362</b>	<b>305</b>	<b>270</b>	<b>261</b>	<b>253</b>	<b>n/a</b>	<b>English for Beginners</b>
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Prices are per week

\*Includes two lessons of supervised study or seminars on selected afternoons

### **International Semester Courses (ISC)** 24+ weeks

Choose an International Semester course if you want to spend six months or more to improve your language level, experience American life and culture, or take a year out before university. Your program is carefully structured to ensure that you improve your level, develop confidence in using English, and have the option of taking at least one recognized international examination.

#### **Tuition fees**

Course length (weeks)	24	25-35*	36	37+*
28 lessons per week 09.00-15.50	<b>6530</b>	<b>+259</b>	<b>9423</b>	<b>+255</b>
22 lessons per week 09.00-13.00†	<b>6084</b>	<b>+251</b>	<b>8965</b>	<b>+247</b>
22 lessons per week 14.00-17.50†	<b>4868</b>	<b>+201</b>	<b>7170</b>	<b>+197</b>

\*Prices are per extra week. †Includes two lessons of supervised study on selected afternoons.

**Special interest options:** Our examination and special interest options help you personalize your program.

You can choose from the following:

28 lessons	FCE English for Business English for Art & Design Academic Purposes	CAE	CPE	TOEFL English for Tourism English for	TOEIC
22 lessons (mornings)	FCE English for Academic Purposes	CAE	CPE	TOEFL English for Academic Purposes	TOEIC

Afternoon students can transfer to morning or full-day courses for examination or special interest options on payment of a supplementary fee.

**Starting dates** every Monday except public holidays

**Entry level** Elementary + (A1)

Beginners: Please see **English for Special Purposes – English for Beginners**

### **University Pathway Courses**

#### ■ International Semester Course Pathway Program

For ambitious students looking to progress to Associate degree courses at a choice of US colleges (2 years), leading to direct undergraduate degree entry at a US university. **Entry requirement:** Advanced level study for a period of at least 6 weeks prior to college progression (some partner institutions may consider Upper Intermediate level).

**Starting dates** as for International Semester or **& tuition fees** General English Courses 22 or 28 lessons per week

### **Examination Preparation Courses**

#### ■ Cambridge English

lessons per week

#### STANDARD COURSES

28 22 am 20 am

5 Jan-6 Mar (9 weeks) FCE/CPE **3681 3240 2934**

5 Jan-13 Mar (10 weeks) CAE **4090 3600 3260**

23 Mar-12 Jun (12 weeks) FCE/CAE/CPE **4680 4152 3804**

14 Sep-4 Dec (12 weeks) FCE/CAE/CPE **4680 4152 3804**

#### FAST-TRACK COURSES

20 Apr-12 Jun (8 weeks) FCE/CAE/CPE	<b>3272</b>	<b>2880</b>	<b>2608</b>
12 Oct-4 Dec (8 weeks) FCE/CAE/CPE	<b>3272</b>	<b>2880</b>	<b>2608</b>

*Fast-track students normally join existing examination classes.*

### Cambridge Examination dates and fees 2015

First (FCE): 7 Mar, 9 Jun, 1 Dec	<b>\$330</b>
Advanced (CAE): 14 Mar, 10 Jun, 2 Dec	<b>\$330</b>
Proficiency (CPE): 7 Mar, 11 Jun, 3 Dec	<b>\$330</b>

**NB.** The above dates are for writing and listening tests. Speaking tests are held on different date

#### ■ TOEFL Preparation

Prepare for the TOEFL exam, the most popular test of North American English, and the preferred qualification for entry into universities in the US and Canada.

**Course format** 20, 22 or 28 lessons

20 morning lessons of TOEFL preparation + 8 (optional) afternoon lessons of General English **or**  
+ 2 (optional) afternoon lessons of supervised self-study

**Starting dates** 6 weeks, from **20 Jan 16 Mar 18 May 20 Jul 21 Sep**

**Entry level** Intermediate + (B1) **Tuition fees** as for General English

#### ■ TOEIC Preparation

Prepare for the TOEIC exam, widely used to test language skills for the workplace.

**Course format** 20, 22 or 28 lessons

20 morning lessons of TOEIC preparation + 8 optional afternoon lessons of General English **or**  
+ 2 optional afternoon lessons of supervised self-study

**Starting dates** 4 weeks, from **9 Feb 29 Jun 3 Aug**

**Entry level** Intermediate + (B1) **Tuition fees** as for General English

### Platinum Courses

Tailor-made language training in comfortable and exclusive surroundings for business professionals or mature and ambitious learners who want to develop their skills as quickly and efficiently as possible. Choose small group or one-to-one classes, or a combination of the two. **Minimum age 21.**

**Starting dates** every Monday except public holidays

**Entry level** Group courses: Elementary + (A1); One-to-one courses: Beginner +

#### ■ Platinum Group courses (maximum 5 per group)

Course length (weeks)	1	2	3	4+
35 lessons per week 09.00-16.45	<b>1497</b>	<b>1446</b>	<b>1406</b>	<b>1361</b>
30 lessons per week 09.00-15.30	<b>1289</b>	<b>1254</b>	<b>1220</b>	<b>1188</b>
25 lessons per week	<b>1074</b>	<b>1056</b>	<b>1034</b>	<b>1008</b>

09.00-14.35				
20 lessons per week 09.00-13.00	<b>861</b>	<b>852</b>	<b>835</b>	<b>822</b>
15 lessons per week 13.45-16.45	<b>549</b>	<b>544</b>	<b>532</b>	<b>523</b>

Prices are per week.

■ **Platinum One-to-one courses** (*private lessons*)

Course length (weeks)	1	2	3	4+
35 lessons per week 09.00-16.45	<b>2667</b>	<b>2557</b>	<b>2478</b>	<b>2356</b>
30 lessons per week 09.00-15.30	<b>2329</b>	<b>2231</b>	<b>2140</b>	<b>2056</b>
25 lessons per week 09.00-14.35	<b>1941</b>	<b>1879</b>	<b>1824</b>	<b>1769</b>
20 lessons per week 09.00-13.00	<b>1566</b>	<b>1520</b>	<b>1475</b>	<b>1430</b>
15 lessons per week 13.45-16.45	<b>1134</b>	<b>1104</b>	<b>1068</b>	<b>1037</b>

Prices are per week.

■ **Platinum Plus**

Maximize your progress with a combination of Platinum Group lessons plus additional one-to-one lessons each day (minimum 5 lessons per week).

**Additional fee** \$330 per week (5 lessons) and \$66 per any additional lesson

■ **Weekend lessons**

Weekend lessons (one-to-one) are available at \$118 per lesson (minimum 4 per day).

**English for Special Purposes**

■ **English for Beginners** (*maximum 8 students per group*)

This carefully structured and practical program of 2-4 weeks teaches basic essential language skills to Beginner students who want to learn and use everyday English while on a short visit to the USA.

It is also the starting point for Beginner students who need an introduction to English before studying for a longer period on a General English or International Semester course.

**Optional extras:** Students can take additional one-to-one lessons on the **English Plus** programme or the **General English One-to-one Courses**.

**Course format** 28 or 22 lessons per week

**Starting dates** 2, 3 or 4 weeks from

5 Jan 2 Feb 6 Apr 29 Jun 3 Aug 5 Oct

**Entry level** Beginner

**Tuition fees** Weeks 2-3 4

28 lessons per week **485** **439**

22 lessons per week **441** **392**

#### ■ General English plus Art & Design

Combine your General English course with English for the world of art and contemporary design.

**Course format** 28 lessons: 20 morning lessons of General English + 8 afternoon lessons of English for Art and Design

**Starting dates** 4 weeks from **9 Feb 8 Jun 3 Aug 5 Oct**

**Entry level** Intermediate + (B1) **Tuition fees** as for General English

#### ■ General English plus English for Tourism

Combine your General English course with English for the travel, tourism and hospitality industry.

**Course format** 28 lessons: 20 morning lessons of General English + 8 afternoon lessons of English for Tourism

**Starting dates** 4 weeks from **12 Jan 13 Apr 6 Jul 31 Aug**

**Entry level** Intermediate + (B1) **Tuition fees** as for General English

#### ■ English for Academic Purposes

A systematic and rigorous program designed to give ambitious students the key skills required for US university life.

**Course format** 20, 22 or 28 lessons

20 morning lessons of English for Academic purposes + 8 optional afternoon lessons of General English **or**

+ 2 optional afternoon lessons of supervised self-study

**Starting dates** 8 weeks from **2 Mar 20 Apr 15 Jun 20 Jul**

**Entry level** Intermediate + (B1) **Tuition fees** as for General English

#### ■ English Plus

Maximize your progress with a combination of English group lessons plus additional one-to-one lessons each day (minimum 5 lessons per week).

**Additional fee** **\$310** per week (5 lessons) and **\$62** per any additional lesson

#### ■ General English One-to-one Courses

Intensive General English courses for students who wish to accelerate their progress during their stay.

*NB. One-to-one courses are especially suitable for zero beginners who wish to start on non-beginner start dates.*

<b>Course length</b> (weeks)	1	2	3	4+
20 lessons per week 09.00-13.00	<b>1458</b>	<b>1414</b>	<b>1369</b>	<b>1327</b>
15 lessons per week 13.45-16.45	<b>930</b>	<b>900</b>	<b>873</b>	<b>849</b>
1-14 lessons per week	<b>\$77</b> per lesson			

*Prices are per week.*

## ■ Teachers of English Courses (TEC)

Teacher development courses designed for non-native English teachers. Choose this course to improve your English skills and to learn more about current ELT practice and methodology.

**Course format** 26 lessons

<b>Starting dates</b>	2 weeks from	<b>9 Mar</b>	<b>8 Jun</b>	<b>6 Jul</b>	<b>5 Oct</b>
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**Entry level** Upper Intermediate + (B2)

Please complete *Teachers of English* application form.

**Tuition fees** 2 weeks **\$924**

**Teacher contact time and clock hours per course:** *All lessons are 50 minutes.*

35 lessons (Platinum courses)=29.17 clock hours  
30 lessons (Platinum courses)= 25 clock hours  
28 lessons x 50 minutes= 23.33 clock hours  
26 lessons (Teachers of English course) x 50 minutes= 21.67 clock hours  
22 lessons x 50 minutes= 18.33 clock hours  
20 lessons x 50 minutes= 16.67 clock hours  
15 lessons (Platinum courses) x 50 minutes= 12.5 clock hours

## **Profession or licensure:**

None of St Giles' English language programs lead to positions in a profession, occupation, trade or career field requiring licensure.

## **Faculty:**

St Giles San Francisco employs approximately 20 full-time teachers and 10-15 additional part-time teachers during periods of higher enrollment.

All teachers are qualified and experienced English speakers with native level proficiency. The minimum qualification for instructors is a TEFL certificate (e.g. CELTA), a Bachelor's degree, and at least two years of experience teaching English to adult learners. Many teachers hold Master's degrees as well and many have lived and worked in foreign countries.

## **Admissions policies and acceptance of credits:**

St Giles does not accept any credits earned at other institutions, or through challenge examinations or achievement tests.

We have articulation agreements with the following institutions, though there is not a transfer of credit. Students can be placed in these 2-year colleges without taking the TOEFL. They must complete at least 6-weeks in our Level 5 (Upper-Intermediate) or 6 (Advanced) program.

### **Conditional acceptance after:**

#### ***6-Weeks(or more) at level 6***

- **Seattle Central College** (Seattle, WA)
- **Ohlone College** (Fremont, CA)
- **Citrus College** (Glendora, CA)
- **El Camino College** (Torrance, CA)
- **Santa Barbara City College**  
(Santa Barbara, CA)
- **Green River College** (Auburn, WA)
- **Cypress College** (Cypress, CA)
- **Clark College** (Vancouver, WA)

#### ***6-Weeks(or more) at level 5 or 6***

- **College of San Mateo** (San Mateo, CA)
- **Skyline College** (San Bruno, CA)
- **Cañada College** (Redwood City, CA)
- **De Anza College** (Cupertino, CA)
- **Foothill College** (Los Altos Hills, CA)
- **Southwest Oregon Community College** (Coos Bay, OR)
- **Peralta Colleges** (Berkeley, Oakland, Alameda, CA)
  - Berkeley Community College
  - College of Alameda
  - Laney College
  - Merritt College



## Cancellation, Withdrawal, and Refund Policies:

### Before the course:

You must inform St Giles in writing of your cancellation.

<b>Cancellation received</b>	<b>Cancellation fees:</b>
<b>More than 21 days before</b> the scheduled arrival date	<b>100% of tuition is refunded, less the Registration Fee \$135</b> <b>Express Mail fee, if applicable.</b>
<b>Less than 21 days before</b> the scheduled arrival date (including students who fail to arrive without notice)	<b>100% of tuition is refunded, less the Registration Fee \$135</b> <b>Accommodation Placement Fee \$85</b> Students booked in to residence halls must also pay 2 weeks' accommodation fees. <b>Airport transfer charges, Express mail fees, if applicable</b>

**Visa refusals:** If your visa is refused, and you fail to inform us before the course begins, our standard cancellation terms apply as listed above. But if we receive your refusal letter before your course begins, we aim where possible to pass on only direct costs incurred by our Center, and refunds and charges are as follows:

*Tuition fees:* 100% refund, together with the Registration Fee and Accommodation Placement fee.

*Non-refundable charges:* these payments (if applicable) will be retained: Airport Transfer charges, Express Mail Fee.

### On the first class session or the seventh day after enrollment:

**If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, (whichever is later):** St Giles shall refund 100% of the amount paid for institutional charges, less the \$135 registration fee and the \$85 accommodation placement fee (not to exceed \$250). Students booked into residence halls must also pay two weeks' accommodation fees. Students must give at least a week's notice to be refunded for accommodation.

### After the course begins:

If you cancel your class after the start date, the **first four weeks are non-refundable**.

If you cancel your course **after the first four weeks and you stop your classes before you have completed 60% of your course**, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply (registration fee of \$135 and cancellation fee of \$115).

If you cancel your course **after you have completed 60% of the course, no refund is available**.

This is consistent with the following State of California requirements: **the refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.**

St. Giles will pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which the student withdrawal has been determined. If you have booked your course through an agent, all tuition refunds will be processed through the agency that made the original booking.

### **Changes on or after the arrival date:**

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of US\$40. If you cancel your course at any time before completing the program for which you enrolled, the school is required by US law to notify immigration authorities that you have dropped out of your course. You must then leave the country or transfer to a new school within 15 days of the revised date for completing your program. The school will also need a copy of your plane ticket or acceptance documents from your new school in order to confirm the change to your booking.

For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

### **Accommodation changes:**

All accommodation charges must be paid direct to the center and all prices are *per person per week* unless stated otherwise. Accommodation is reserved from the evening on the Sunday before the course begins, until 10.00 on the Sunday at the end of the course, unless agreed otherwise.

### **Cancellation or changes**

Students at Residence Halls must give the office 14 days' notice of changes or cancellation, or pay up to 14 days in lieu. Students in all other accommodation must give the office 7 days' notice of changes or cancellation, or pay for 7 days in lieu.

All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be effected from midweek. For students in homestay accommodation at discounted long-stay rates, the full rate will apply for stays of less than 24 weeks at the time of departure. Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the center. Students requesting changed accommodation arrangements must pay an Amendment Fee of \$40.

Students must pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence on holiday.

Accommodation in Residences and Hotels is best suited to students over the age of 18. Students under 18 must send the center evidence of parental consent if they request such accommodation.

## **Probation and dismissal:**

### **The St Giles Student Disciplinary Code**

St Giles International reserves the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself, or persistently fails to attend classes during his/her stay in the USA at the discretion of the Center Director, and in the case of visa nationals to inform the relevant authorities that a course has been discontinued early for disciplinary reasons. There is no refund of tuition fees in these circumstances, and any unpaid fees become payable immediately. Any unused accommodation fees after the payment of outstanding amounts due will be refunded in accordance with our terms and conditions above. The St Giles Student Disciplinary Code is published in full in our Students' Guide and on our website.

## **Attendance:**

Student attendance and performance is continually evaluated by St Giles staff and teachers. In order to receive a certificate of completion and/or an End of Course Report, a student must maintain attendance of **at least 80%** throughout the duration of his/her studies. Attendance is counted in all classes. In accordance with SEVIS visa regulations, students who are not maintaining their visa status will have their SEVIS record (I-20) terminated. If you are an F-1 visa holder with an I-20, *you must maintain at least 80% attendance*. We encourage every student to attend all of the lessons, as St Giles is a serious learning environment.

Attendance procedure:

- Your teacher will mark you as "ABSENT" when you don't come to class. You will also be marked "ABSENT" when you are more than 20 minutes late.
- Students who don't attend at least 80% of their lessons will not receive an End of Course Report from our school. Student visa holders will have their visa terminated and will be forced to leave the country within 15 days.
- If you miss more than 3 days in a four week period, your teacher will tell the Director of Studies. The Director of Studies will then speak with you about your attendance.
- The first time we speak with you, this is a **verbal warning**. After this, if your attendance does not improve, you will receive **first** and **second written warnings**. After your second warning, your agent (and parents if you are under 18) will be notified. The **third warning is a final written warning**, and if attendance is not improved, you will need to leave the school and your visa will be terminated.
- Please respect your classmates and teacher by attending all of your lessons. **When you cannot attend class, please call and let us know!** The phone number for our school is (415) 788.3552.

## **Leave of Absence:**

If you plan to take a leave of absence from classes, you must first inform the Registrar. You may stop your classes on a Friday prior to a new course start date, and re-enter on a new course date, provided that you have made the arrangements at the time you booked your course, and that you have given 4 weeks' notice for a change of arrangements or provide a copy of your plane ticket to leave the country which allows you are still in status with your visa. If you have a medical or family emergency, no notice is needed, but you will officially begin your leave of absence on the Monday following the day you inform the Registrar of your intention to leave.

## **Course Breaks:**

International Semester Students (ISC) attend courses of 24 to 36 weeks are eligible for a course break. For every 12 weeks of study, students qualify for one week of course break. If you have made arrangements before your arrival for a course break, changes must be arranged with the Registrar at least 4 weeks before the original course break date. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the USA must ensure that it issued for the correct dates to include any breaks. Once change can be made free of charge, but for any other changes, students must pay an Amendment Fee of \$40.

## **State and Federal Financial Aid**

St Giles does not participate in any state or federal financial aid programs.

## **Loans**

St Giles does not accept or offer any loans. If you received a personal loan to pay for your course and/or accommodation, you will be responsible to repay the full amount of the loan plus interest, less the amount of any refund.

St Giles does not participate in any federal or state loan programs. If you default on a federal or state loan, both the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; 2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## **Bankruptcy**

St Giles does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **Placement Services**

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

## **STRF (Student Tuition Recovery Fund):**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## **Transferability of credits and credentials earned at our institution:**

The following statement is required by the state of California. The transferability of credits you earn at St Giles is at the discretion of an institution to which you may seek to transfer. Acceptance of the St Giles End of Course Report that you earn at St Giles International is also at the complete discretion of the institution to which you may seek to transfer. If the St Giles End of Course Report 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 of 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 St Giles to determine if your St Giles End of Course Report will transfer.

*Transfers to another school* can be made after you complete your program. To transfer, please give your transfer form and confirmation letter to the Registrar.

## **Experiential credit:**

St Giles does not award credit for prior experiential learning.

## **Accreditation:**

St Giles International San Francisco is accredited by the CEA: The Commission on English Language Program Accreditation, an accrediting agency recognized by the United States Department of Education.

## **Facilities and Equipment:**

Our St Giles San Francisco school occupies four floors of a historic building which has been refurbished into a modern business center. The school itself underwent a complete refurbishment in 2013 and offers the latest facilities and resources for students, including interactive whiteboards in most classrooms, 45 student computers, and free Wi-Fi. Our facilities also include a student library with reference books, a lending library, and DVDs; a student café; a self-access study center; and a Platinum Center for executives.

All facilities are available for students to access. Books and DVDs can be borrowed out on the 2<sup>nd</sup> floor.

## **Student Services:**

St Giles International offers a range of student services including:

- an orientation and welcome session
- a dedicated student services staff member to assist with questions and help with problems
- accommodation placement and continued support
- a social activities program and dedicated staff member
- an academic counselor to advise on going to an American college or university after St Giles
- access to a health insurance plan for travelling students
- airport transfer service

## Accommodation:

### ■ Homestay

Homestay offers you the chance to stay with an English speaking family in their home. It is a great choice if you want to practice your English naturally outside of the classroom, really experience life in San Francisco, or be in a more supportive environment. They are located 30-45 minutes from the school by public transportation. Our homestay hosts are carefully selected and monitored.

		Jan-Jun/Sep-Dec		28 Jun-30 Aug	
		Single	Shared	Single	Shared
Standard	1-23 weeks	312	255	324	268
	24+ weeks†	282	230	324	268

†To qualify for the discounted long-stay rate for 24+ weeks, all accommodation charges must be paid **in advance** at the full rate for 1-23 weeks, and students must remain in the same homestay for the whole period of their stay.

After 24 weeks in the same homestay, students receive a refund of the difference between the two rates. See page 1.

Standard	Breakfast only	232	191	241	199
		<b>Jan-Dec</b>			
Superior (shared bathroom)	Half Board (breakfast & dinner every day)	371	n/a		
	Breakfast only	302	n/a		
Superior (private bathroom)	Half Board (breakfast & dinner every day)	431	n/a		
	Breakfast only	371	n/a		

Full board Christmas supplement for standard half-board students (25 and 26 December) **\$50**

*Prices are **per person** per week.*

### ■ Residence Clubs (Ages 18 and over) *Prices are subject to confirmation at the time of booking.*

Student residences offer you a more independent lifestyle during your stay in San Francisco and the chance to meet other international students. Our student residences are also normally located closer to the school, saving you travel time. We offer a choice of residences with different room types and meal options.

	Single room		Twin/Double room		High season supplement 1 Jun-31 Aug
	Private bathroom	Shared bathroom	Private bathroom	Shared bathroom	
	1-3 wks 4+ weeks	1-3 wks 4+ weeks	1-3 wks 4+ weeks	1-3 wks 4+ weeks	

Vantaggio Garland Superior <sup>1,4</sup>	750	486	n/a	n/a	400	257	n/a	n/a	+5%
Standard <sup>1,3</sup>	710	459	n/a	n/a	375	243	n/a	n/a	+5%
Vantaggio Abigail <sup>1,3</sup>	675	432	n/a	n/a	355	230	n/a	n/a	+5%
Vantaggio Turk <sup>1,3</sup>	630	389	n/a	n/a	352	210	n/a	n/a	+5%
Spaulding <sup>1,3</sup>	690	490	n/a	n/a	400	300	n/a	n/a	+5%
Kenmore Residence Club <sup>2</sup>	550	520	480	450	370	340	310	286	n/a
USA Residence Club <sup>1,3</sup>	718	590	667	538	410	333	385	308	n/a
Monroe Residence Club <sup>2</sup>	583	501	424	363	396	341	341	292	n/a
<p><sup>1</sup>Prices include breakfast. <sup>2</sup>Prices include breakfast &amp; dinner. <sup>3</sup>Rooms include mini-refrigerator and microwave, with shared kitchen and laundry facilities. <sup>4</sup>Rooms with kitchenette, sink and storage units.</p> <p>Your booking confirmation will give details of other facilities that may also be available.</p>									

Prices are **per person per week**, and include hotel tax (where applicable).

## VISA:

St Giles is authorized under Federal law to enroll non-immigrant students. If you want to take more than 20 lessons per week and/or you want to study in the US for more than 90 days, you will need a student visa. After you have completed the St Giles application form and we have received proof of required financial responsibility, we can issue an I-20 with which you can apply for an F-1 visa. Our registrar will be your guide through the visa process and answer any questions once you are at the school.

## English Language Proficiency:

There is no minimum level of English language proficiency. We accept beginner students on beginner start dates 6 times per year. All instruction is in English.

## Standards

As a student at St. Giles, you will:

First be placed into a level (beginner, elementary, pre-intermediate, intermediate, upper-intermediate, and advanced) based on your performance in the Placement Test and the oral interview. **Level placement** is based on the following scale (out of 100):

- Beginner (A1) 10 points and below
- Elementary (A1) 11 to 28 points
- Pre-Intermediate (A2) 29 to 44 points
- Intermediate (B1) 45 to 60 points
- Upper-Intermediate (B2) 61 to 80 point



- Advanced (C1) 81 points and above

Your speaking and listening comprehension ability is based on the interview. The interviewer rates your fluency, comprehension, grammar, vocabulary, and pronunciation skills on a scale of 0 to 6.

- Beginner 0
- Elementary 1-2
- Pre-Intermediate 3
- Intermediate 4
- Upper-Intermediate 5
- Advanced 6

Your personal decision about your level also helps us place you. If you disagree with our placement decision, please speak to your teacher. Your teacher and the Director of Studies will then make a decision about placing you at a different level.

### **Advancement**

It generally takes 10-12 weeks for students taking 20 lessons per week to master a level. Every two weeks you will have a progress check and your teacher will talk to you about your progress and your course. If you have not mastered the required material, you may stay in a particular level until you pass the level test.

### **Level Tests**

The level test will test your reading, listening, speaking, writing, grammar and vocabulary.

- A level test will evaluate skills appropriate to your level (and what you have studied in class) including: grammar, vocabulary, writing, reading, listening, pronunciation and speaking. For a list of the language skills that you should know, please see your teacher.
- Level tests are given at the end of each level. They are also given every Wednesday to students who receive a recommendation from their teacher. Recommendations are given when a student always attends class, participates regularly in discussions, and completes homework on time.
- In order to move up in levels, you must pass in most of the skills.
- If you fail a level test, you may retake a different version of the test three weeks later.

### **St Giles end-of-course test:**

You can take this in the last week of your course, if you have been at the School for 4 weeks or more and have attended more than 80% of your lessons. Speak to your teacher or the Assistant/Director of Studies.

### **End of Course Reports**

End of Course Reports are issued indicating your level of achievement when you complete your course at St Giles. End of Course Reports **are only awarded to those students who have attended at least 80% of their classes**

# St Giles levels and CEFR and language exam equivalents:

## What do the levels mean?

At St Giles we use the CEFR (Common European Framework of Reference). Here is a guide to help you understand what you can do at each level:

	St Giles Levels 1 & 2	St Giles Level 3	St Giles Level 4	St Giles Level 5	St Giles Level 6	Camb
g	A1 I can understand basic words and phrases about my family, friends, city, and everyday life when people speak slowly and clearly.	A2 I can understand information about the main point of announcements and some conversations.	B1 I can understand the main points of conversations at work, school, and leisure.	B2 I can understand TV news and follow arguments. I can begin to understand the majority of films and TV programs.	C1 I can understand longer speech even when it's not structured and the main points are implied.	I have n understa kind of s languag understa range of
g	I can understand simple sentences, names, menus, and signs.	I can read short texts on topics I know about. I can understand personal letters.	I can understand the description of events, feelings, and wishes in personal letters.	I can understand articles and reports. I am beginning to understand contemporary literature.	I can understand complex factual and literary texts. I can understand texts not relating to my field or familiar topics.	I can rec articles & texts fro periods
g	I can ask and answer simple questions needed in daily life. I can describe people and places from my daily life. I may need the other person to repeat or rephrase information.	I can describe my family, education, and job. I can have short conversations but I might not be able to keep the conversation going.	I can have unprepared conversations on familiar topics. I can give explanations and describe my goals and dreams.	I can give detailed descriptions and explain different points of view. I can have spontaneous conversations with native speakers.	I can use a wide range of language effectively and flexibly in social and professional situations. I am quick to formulate my response.	I can tak converse effortles idiomatic expressi appropri
g	I can write a short, simple postcard. I can fill out forms with my name, address, and other personal information.	I can write short personal letters, like a thank you note, and letters requesting information.	I can connect my thoughts and describe my experiences in personal letters and short essays.	I can write clear, organized, and detailed reports and essays. I can explain the personal significance of events.	I can write well-structured texts on complex subjects. I can write at length and find mistakes within my own writing.	I can wr texts the great ac can sum professic literary t
ts	TOEIC: 10-250 IELTS: 0-2.0 TOEFL: 20	TOEIC:300-450 IELTS:3.0 TOEFL:32 Cambridge: KET	TOEIC:450-650 IELTS:4.0 TOEFL:55 Cambridge: PET	TOEIC:650-800 IELTS:5.0 TOEFL:80 Cambridge: FCE	TOEIC:800-900 IELTS:6.0- 7.0 TOEFL:93-105 Cambridge: CAE	TOEIC: 8 IELTS:8 TOEFL: : Cambridge: CAE

## Faculty

	Relevant work experience
Name: Ken West Degree: BA in English CELTA Title: Platinum Coordinator/Teacher Years in Position: 7	7 years, Platinum Coordinator and Teacher, St Giles (San Francisco) 4 years, Teacher and Academic Manager, Converse International School of Languages (San Francisco, CA)

	<p>5 years, Teacher, ASPECT (San Francisco, CA)</p> <p>7 years, Senior Instructor, ELS Educational Service (Seattle, WA)</p> <p>4 years, Teacher, Sankei International College and Tadakoro Tech Corporation (Japan)</p>
<p>Name: Michael Lidbetter</p> <p>Degree: BA in French; MA in Sociology</p> <p>CELTA</p> <p>Title: Instructor</p> <p>Years in Position: 11</p>	<p>9 years, various positions, St Giles (San Francisco)</p> <p>5 years, DOS, Embassy CES (San Francisco)</p> <p>4 years, Teacher /Senior Teacher/ADOS/DOS, The British Institute, Indonesia</p>
<p>Name: Francis Caron</p> <p>Degree: BA in English and French; MA in English</p> <p>Title: Instructor</p> <p>Years in Position: 6</p> <p>Other: Cambridge Team Leader</p>	<p>6 years, Teacher, St Giles (San Francisco)</p> <p>12 years, Teacher/Executive Director/PDSO, English Language Institute (San Francisco)</p>
<p>Name: Onofrio Marino</p> <p>Degree: BA in Computer Science</p> <p>CELTA</p> <p>Title: Instructor</p> <p>Years in Position: 5</p>	<p>6 years, Teacher, St Giles (San Francisco)</p>
<p>Name: Merri Gordon</p> <p>Degree: BA in Biology</p> <p>CELTA</p> <p>Title: Instructor</p> <p>Years in Position: 5</p> <p>Other:* CELTA student coordinator</p>	<p>5 years, Teacher, St Giles (San Francisco)</p>
<p>Name: Travis Bagby</p> <p>Degree: BA in International Relations</p> <p>CELTA</p> <p>Title: ADOS</p> <p>Years in Position: 1</p> <p>Other:* Testing Coordinator</p>	<p>1 year, Assistant Director of Studies, St Giles</p> <p>2.5 years, Teacher /Testing Coordinator, St Giles</p> <p>1.5 years, Senior Teacher, St Giles</p> <p>2 years, Teacher, IH-Valladolid, Spain</p> <p>3 years, Teacher, BKC-IH Moscow, Russia</p>
<p>Name: Amy DeLong</p> <p>Degree: BA in Philosophy; MA in Philosophy for Children</p> <p>CELTA</p> <p>Title: Senior Teacher</p> <p>Years in Position:</p> <p>Other:* College Placement Counselor</p>	<p>1 year Senior Teacher, St Giles</p> <p>1 year College Placement Counselor, St Giles</p> <p>1 year General English Teacher, St Giles</p> <p>2 years ESL Program Leader at Marina Middle School After-School program</p> <p>1 year ESL writing center tutor, Montclair State University, Montclair New Jersey</p> <p>1 year Assistant Language Teacher in the JET</p>

	Programme in Kameoka, Japan
Name: Jessica Miranov Degree: BA in Linguistics CELTA Title: Instructor Years in Position: 4	4 years, Teacher, St Giles (San Francisco) 1 year, Teacher, SamPhran (Thailand)
Name: Adam Benson Degree: BA in English, MA in TESOL Title: Instructor Years in Position: 3	3 years, Teacher, St Giles (San Francisco)
Name: Justin Hughes Degree: BA in Journalism TEFL CERT Title: Instructor Years in Position: 3	3 years, Teacher, St Giles (San Francisco) 2 years, Teacher, GEOS International (San Francisco) 1.5 years, Teacher, American University Alumni (Chiang Mai, Thailand) 2 years, Teacher's Aide, City College of San Francisco
Name: Tim Barry Degree: BS in Finance TEFL CERT Title: Instructor Years in Position: 3	3 years, Teacher, St Giles (San Francisco) 1 year, Teacher, EF Shanghai 6 months, Teacher, Goodwill (Thailand)
Name: Chrisopher Iishi Degree: BA in Music TEFL CERT Title: Instructor Years in Position: 2.5	2.5 years, Teacher, St Giles (San Francisco) 2 months, Teacher, ELS (San Francisco) 2 months, Teacher, Embassy (San Francisco)
Name: Samantha Birkett Full-time <input checked="" type="checkbox"/> X___ Part-time _____ Degree: MA TESOL/Cambridge DELTA, CELTA Title: CELTA Teacher Trainer Years in Position: 2 Other:* Head of Teacher Training	1 year, Cambridge CELTA Assessor, University of Cambridge 6 years, ESL Instructor/CELTA Teacher Trainer, British Study Centres, UK 1 year, Research Officer, CfBT Education Trust, UK 6 months, ESL Instructor, Venezuela
Name: Shane Baker Degree: BA in Organization Communication; currently working on MA in Humanities TEFL CERT Title: Instructor	2 years, Teacher, St Giles (San Francisco) 4 years, Teacher, Gjun Language Institute (Taipei) 1 year, Teacher, BigByte Institute (Taipei)

Years in Position: 2	
Name: Cory Wees Degree: BA in Multi-Ethnic Studies TEFL CERT Title: Instructor Years in Position: 2 Other: Platinum Activities Coordinator	2 years, Teacher, St Giles (San Francisco) 9 months, Teacher, Mission Language Vocational School (San Francisco) 2 years, Teacher, English Language Inst. (San Francisco) 1 year, Teacher, Converse (San Francisco) 1 year, Teacher, Gunma Language Academy (Japan) 9 months, Teacher, Barcelona Comunicado
Name: Tanner Stinchfield Degree: BA in European History TEFL CERT Title: Instructor Years in Position: 1.5	1.5 years, Teacher, St Giles (San Francisco) 2 years, Teacher, LbT Languages (Munich)
Name: David Johnson Degree: BA in English Literature and Philosophy TEFL CERT Title: Instructor Years in Position: 1.5	1.5 years, Teacher, St Giles (San Francisco) 2.5 years, Teacher, Embassy (San Francisco) 7.5 years, Teacher, Kaplan (San Francisco) 1.5 years, Teacher, Intercultural Institute of CA
Name: Shannon Morris Degree: BA in Environmental Studies/Biology TEFL CERT Title: Instructor Years in Position: 1	1 year, Teacher, St Giles (San Francisco) 6 months, Teacher, Instituto Cultural de Mendoza (Mendoza, Argentina) 6 months, Teacher, Quality Best English (Mendoza) 1 year, Teacher, Colegio Americano del Sur (Escuintla, Guatemala) 4 months, Teacher, Los Quinchos (San Marcos, Nicaragua)
Name: Kelli Walker Degree: BFA Theater Arts TEFL CERT Title: Instructor Years in Position: 1 Other:* Activities Coordinator	1 year, Teacher, St Giles (San Francisco) 2 years, OK! English Hiroshima (Japan) 3 months, Teacher, EF Summer Program 1 year, Teacher, EPIK-Gwangju Song-Jeong Elementary (Korea)
Name: Andrejs Harbeck Full-time _____ Part-time _X_ Degree: BA in Political Science and International Relations TEFL CERT Title: Instructor	1 month, Teacher, St Giles (San Francisco) 1 year, Teacher, Aydin Univ (Istanbul, Turkey) 1 year, Teacher, English Time Language School

Years in Position:1 month	
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## Complaints

We do our best to make sure that you have a happy and satisfying educational experience while you're at our school and while you're in the USA, but from time to time you may have a problem and you may wonder what to do about your problem. This is what to do:

If you are unhappy about any aspect of our service *please tell us as soon as possible* so that we can try to help you. You can speak to any member of staff that you feel comfortable with.

If you are still unhappy and wish to make a complaint, **please speak to the Director of Studies (about your studies), Registrar (about your booking) or Accommodation Officer (about your accommodation and welfare)**. There is a poster in your classroom which contains a photo, the name and the location of a specialist staff member that has been trained to give you support in a range of specific areas. We take every complaint seriously and we will tell you within 24 hours what action will be taken to help you.

If you are still not satisfied please ask to speak to the Director. Our Director is always happy to see you. You can also submit your complaint in writing- there are forms at the front desk. If you would like to email or write to our Director, you can do so at the following address:

Megan McEnulty  
Center Director, St Giles San Francisco  
788 Market Street Suite 300  
San Francisco, CA 94103  
mmcenulty@stgiles-usa.com

If a student feels that their complaint has not been resolved by the Director, they can contact the CEO and Managing Director at:

Mark Lindsay  
CEO and Managing Director  
154 Southhampton Row  
London WC1B 5JX  
England  
[mlindsay@stgiles.co.uk](mailto:mlindsay@stgiles.co.uk)

If a student feels that their complaint has not been resolved by St Giles internal procedures, they are encouraged to address their complaint to either the school's accreditors, CEA, The Commission on English Language Program Accreditation, or to the BPPE, the Bureau for Private Postsecondary Education.

***Nothing in St Giles' policy prohibits a student from contacting BPPE or CEA directly for any matter, at any time.***

**CEA:**

Accredited programs and institutions are expected to continue to meet the CEA Standards during the term of accreditation. A student, faculty or staff member, as well as others outside the program or institution who may have knowledge of an alleged failure by an accredited program or institution to maintain the standards may file a complaint with CEA. Such a complaint must be filed in writing with the name, address and telephone number of the complainant on a separate page, and shall identify the specific standard(s) allegedly violated as well as a description of how the program or institution has failed to comply with it.

Complaints may be filed at any time. Please write or call at the following address and number:

Commission on English Language Program Accreditation  
801 North Fairfax Street  
Suite 402 A  
Alexandria, VA 22314 USA  
(703) 519-2071  
[info@cea-accredit.org](mailto:info@cea-accredit.org)  
[www.cea-accredit.org](http://www.cea-accredit.org)

**BPPE:**

A student or 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).

**Records:**

St Giles retains electronic versions of records from 2012 onward indefinitely, but for a minimum of five years. All paper records prior to 2012 are kept for five years.

**Edited August 2014**