

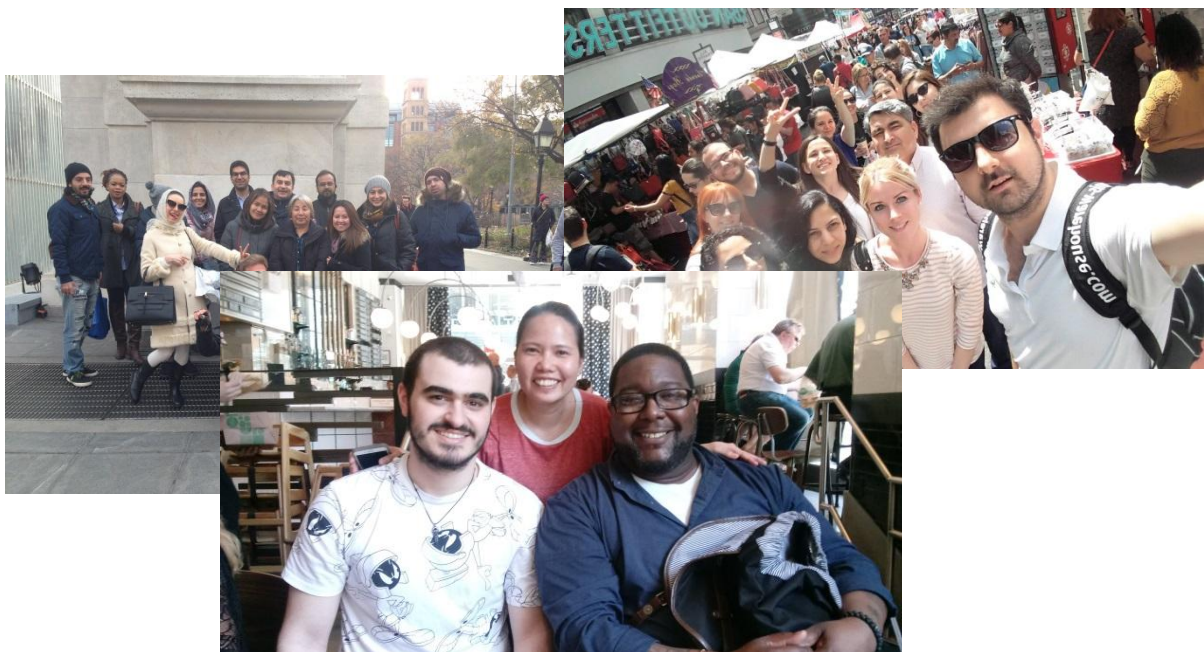


**New Jersey**  
**ENGLISH CENTER**

**2020**

# **Student Handbook**

***"Our mission is to provide an Intensive English Program (IEP) that trains a culturally diverse student body from all over the world to become fluent in American English."***



# Student Handbook

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*This school is authorized under federal law to enroll non-immigrant students.*



Association of  
International Educators

*NJEC is a member of the Association of International Educators.*



*NJEC is accredited by The Commission on English Language Accreditation.*

E-mail: [admissions@njenglishcenter.com](mailto:admissions@njenglishcenter.com)

Employee Handbook 2020 Volume 1, Number 1 is an official bulletin of NJEC.

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This Student Handbook may be subjected to periodic changes and updates. Students are officially updated about changes and updates once they are made.

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## **A Message from the President**

Dear Student:

I want to welcome you to New Jersey English Center! Students from all over the world come here to experience the energy and excitement of being close to one of the most amazing and most visited cities in the world, New York! New York is not only famous for its global importance in finance, art, and diplomacy, but it is also famous for its liveliness, energy, and incredible experiences it provides its visitors, resulting in memories that will last a lifetime.

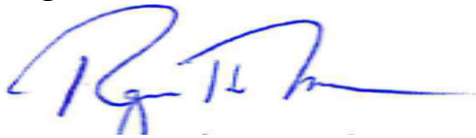
Going to school in New Jersey has so much to offer international students and we are proud to be able to contribute by providing quality English language courses that assist international students in accomplishing their goals and dreams. Let us help make your stay in one of the world's most memorable places an amazing one!

Please take the time to read over this handbook carefully, as it outlines important information for students at NJEC.

On behalf of NJEC, I welcome you once again!

Sincerely,

***Reginald Menos***



President/School Director/PDSO

## **NJEC: Mission Statement**

Our mission is to provide an Intensive English Program (IEP) that trains a culturally diverse student body from all over the world to become fluent in American English.

To achieve this mission, the School has identified these objectives:

1. To deliver content-based English language courses designed to help students acquire fluent language skills, be able to think critically in English, to communicate ideas clearly, and demonstrate comprehension competence in English through integrated instruction, tasks and projects.
2. To provide an educational environment that encourages an appreciation of academic language studies coupled with American Culture.
3. To uphold our commitment to have a diverse student community while offering policies that hold students accountable to the school's high standards of learning.

## **Administration and Faculty**

### **Ownership:**

New Jersey English Center is 100% owned by Reginald Menos.

### **School Director**

Reginald Menos  
President/School Director/PDSO  
BBA Pace University

[rmenos@njenglishcenter.com](mailto:rmenos@njenglishcenter.com)

### **Academic Director**

Michael Robert  
Director, Curriculum & Instruction/DSO  
Ed.D Curriculum & Instruction, University of South Carolina (2020);  
MST Education, Fordham University; BA English, Drew University

[mrobert@nycenglishcenter.com](mailto:mrobert@nycenglishcenter.com)

### **Education Coordinator**

Robert Crouch  
Educator Coordinator  
MA Education, Columbia University

[rcrouch@njenglishcenter.com](mailto:rcrouch@njenglishcenter.com)

### **Student Services Manager**

Katie Yorke  
BA The College of New Jersey

[kyorke@nycenglishcenter.com](mailto:kyorke@nycenglishcenter.com)

### **Student Advisors**

Andrea Alvarez

[andrea@njcenglishcenter.com](mailto:andrea@njcenglishcenter.com)

### **Book Keeper**

Darwish Nanez  
BS Accounting

[dnanez@nycenglishcenter.com](mailto:dnanez@nycenglishcenter.com)

### **Faculty:**

Jude Choy, BA

Ann Sungkakitkorane, MA

## Admission Requirements

NJEC accepts applications from students all around the world who are committed to learning and improving their English. We offer Beginner, Intermediate, and Advanced levels of ESL and students can enter at any one of these levels. In order to be admitted to NJEC:

- The student must have a high school diploma, GED, or equivalent
- Be at least 18 years of age
- Have a desire to learn English

NJEC is an open-enrollment institution. This means that most students are accepted once their application has been submitted. Candidates are urged to visit the school for a personal interview. If this cannot be arranged, please send an email to [admissions@njenglishcenter.com](mailto:admissions@njenglishcenter.com) or a written application to:

New Jersey English Center

Admissions

35 Journal Square, Suite 801

Jersey City, NJ 07306

Students can apply for admission online at [www.njenglishcenter.com](http://www.njenglishcenter.com) by following these steps:

1. Click on Admissions and Registration.
2. Click on Apply for Admission.
3. Click on Apply for Admission again.
4. Click on the link for New Applicants.

## Initial Students

**Initial students** in their home countries and prospective students in the US on a **B-1, B-2, or J-1 Visa** must submit the following documents for admission:

1. **Passport copy**, bio pages, valid at least 6 months (I-94 and VISA needed if you are in the USA).
2. **Original bank statement** showing no less than US \$20,000 for Initial I-20's or Affidavit of support.

3. Copy of **highest diploma** or certificate of academic completion & transcript.
4. A non-refundable **registration fee** of US \$300 for initial I-20's (excluding all USCIS fees).
5. Passport/I-94/Marriage/Birth certificates for dependents (if applicable).

### Change-of-Status from B1 (Tourist)

1. **Passport copy**, bio pages, valid at least 1 year (I-94 and VISA needed if you are in the USA).
2. **Valid Visa** stamp and I-94 Card or I-94 number
3. Approved copy of **I-797**
4. **Original bank statement** showing no less than US \$20,000 or Affidavit of Support.
5. Copy of **highest diploma** or certificate of academic completion & transcript.
6. **Personal Statement** ("Why do I want to change my status?")
7. Passport/I-94/Marriage/Birth certificates for dependents (If applicable).

### Change-of-Status from J1

1. **Passport copy**, bio pages, valid at least 1 year (I-94 and VISA needed if you are in the USA).
2. **Valid Visa** stamp and I-94 Card or I-94 number
3. **DS Form**
4. **Original bank statement** showing no less than US \$20,000 or Affidavit of Support.
5. Copy of **highest diploma** or certificate of academic completion & transcript.
6. **Personal Statement** ("Why do I want to change my status?")
7. **Last 3 paychecks** (copies)
8. Passport/I-94/Marriage/Birth certificates for dependents (If applicable).

### Initial Student/ Change-of-Status Course Fees

Program	English as a Second Language (ESL)
Duration	2250 -hrs
Tuition	\$12,187.50
Books	\$150
Registration Fee (Non-Refundable)	\$300 (I-20 fee) \$100 (Initial, B-1 (Tourist), J-1)
Total	\$12,437.50 (\$390/month) (\$1,432 full pay/Quarter)



Late Payment Fees	Enrolled students will be charged a late payment fee if:  10 days past payment due date: \$30  1 month: \$60 or possible termination for non-payment  2 months: \$90 and/or termination for non-payment
Refund Policy	9 Quarters of 12 weeks 1 Quarter of 9 weeks 1 Quarter of 8 Weeks Total of 125 weeks
Books and Materials	All books and materials are provided in class, however, students who wish to buy their own textbooks may do so at additional cost

### Transfer-In Students

Students already studying in the United States on an **F-1 Visa, US Green Card Holders, or US Citizens** who wish to attend our school must provide the following documents:

1. **Passport copy**, bio pages, valid at least 6 months (I-94 and VISA needed if you are in the USA).
2. **Original bank statement** showing no less than US \$5,000 or Affidavit of Support.
3. Copy of **highest diploma** or certificate of academic completion & transcript.
4. A non-refundable **registration fee** of US \$100.
5. All **copies of I-20** from previously attended schools in the USA.
6. Passport/I-94/Marriage/Birth certificates for dependents (If applicable).

### Transfer-In Student Course Fees

Program	English as a Second Language (ESL)
Duration	2250 -hrs
Tuition	\$12,187.50
Books	\$150
Registration Fee (Non-Refundable)	\$100
Total	\$12,437.50 (\$390/month) (\$1,432 full pay/Quarter)

Late Payment Fees	<p>Enrolled students will be charged a late payment fee if:</p> <p>10 days past payment due date: \$30</p> <p>1 month: \$60 or possible termination for non-payment</p> <p>2 months: \$90 and/or termination for non-payment</p>
Refund Policy	<p>9 Quarters of 12 weeks</p> <p>1 Quarter of 9 weeks</p> <p>1 Quarter of 8 Weeks</p> <p>Total of 125 weeks</p>
Books and Materials	All books and materials are provided in class, however, students who wish to buy their own textbooks may do so at additional cost

## **Student Enrollment and Registration**

### **Registration and I-20 Issuance**

Any student transferring to NJEC, entering the USA on a NJEC visa issued by the US Consulate overseas must come to our location at 248 West 35<sup>th</sup> Street 2<sup>nd</sup> Floor, New Jersey, NY, 10001 in New Jersey and register for their program prior to or on the start date of their program. The student must come in person. Failure to register for their program can result in being terminated from the program, and ultimately lead to deportation procedures, dictated by ICE (Immigration Customs Enforcement), a division of the Department of Homeland Security (DHS).

Continuing students have to sign a new **Enrollment Agreement** (See Enrollment Agreement) prior to the end of their semester and register for their next semester.

Once a student registers for classes, the student must be issued an I-20 Form. The PDSO/ DSO will issue an I-20 to the student only if the student is present and signs for it. This is a requirement for all students, starting and continuing.

### **Placement Exam**

Once students have registered and paid all tuition costs, they must take a placement exam to determine their program level. NJEC uses the Cambridge Placement and Evaluation Package. This exam takes 2 hours to complete and measures a student's ability level in reading, writing, speaking, and listening.

Students must sign up to take the exam at the reception desk. Currently, exams are offered Wednesday-Friday at 2pm. Shortly after the exam, the student will be given their course level and their class assignment.

If a student feels that his/her assigned level is too high or too low, he/she can meet with the Education Coordinator and he will decide the best course of action.

## **Student Orientation**

After the placement exam, new students must meet with a Student Advisor to discuss the policies of the school and sign the Student Orientation Form.

## **Non-Compliance of Required Placement Test and Orientation**

If a first-time student has registered, paid, and failed to report for placement testing and orientation, that student may be subject to disciplinary action, including the possibility of being removed from the program. Students who fail to go through the placement and orientation process with NJEC staff on or prior to their start date are considered in violation of this policy.

## **Academic Affairs**

NJEC offers three courses of ESL instruction: Beginner, Intermediate, and Advanced. In addition, there are one-two levels within each course. The ESL grammar skills in each course are aligned with the Common European Framework (CEFR). The CEFR alignment also corresponds to American English language learning standards and widely used assessment exams such as the IELTS, TOEIC, and TOEFL. At NJEC, the curriculum follows the Helbling Language's textbooks *American Jetstream* which closely align with CEFR.

### **Course Description: ESL Program**

#### **Beginner**

**ESL level 1: Low Beginner**

**Prerequisite: Placement**

**Course Description:** This beginner level ESL course is designed for students who have no foundation in English. Students who successfully complete the course are prepared to move on to the High Beginner course. The course integrates the four language skills through reading, writing, listening, and speaking based on familiar topics such as introductions, numbers, colors, nationalities, and family.

NJEC's Beginner curriculum's student learning outcomes mirror those of the CEFR. Per CEFR, students who successfully complete the A1 Breakthrough (Beginner) level should be able to:

- Understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type
- Introduce themselves and others and can ask and answer questions about personal details such as where they live, people they know and things they have
- Interact in a simple way provided the other person talks slowly and clearly and is prepared to help

## **ESL level 2: High Beginner**

### **Prerequisite: ESL level 1 or equivalent placement**

**Course Description:** This beginner level ESL course is designed for students who have a foundation in English. Students who successfully complete the course are prepared to move on to the Low Intermediate course. The course integrates the four language skills through reading, writing, listening, and speaking based on familiar topics such as the workplace, shopping, music, and movies.

NJEC's Beginner curriculum's student learning outcomes mirror those of the CEFR. Per CEFR, students who successfully complete the A1 Breakthrough (Beginner) level should be able to:

- Understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

## **Intermediate**

### **ESL level 3: Low Intermediate**

### **Prerequisite: ESL level 2 or equivalent placement**

**Course Description:** Low Intermediate is the first English course in the two-course Intermediate Level. Students who successfully complete the course are prepared to move on to the High Intermediate course. The course uses a communicative methodology focusing on both fluency and accuracy to foster students' independent production of English. The course integrates the four language skills through reading, writing, listening, and speaking based on familiar topics such as memories, lifestyle changes, travel, requests, and body language interpretation.

NJEC's Low Intermediate student learning outcomes mirror those of the CEFR. Per CEFR, students who successfully complete the B1 (Threshold) or Low Intermediate level should be able to:

- Understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Deal with most situations likely to arise while traveling in an area where the language is spoken.
- Produce simple connected text on topics which are familiar or of personal interest.
- Describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

#### **ESL level 4: High Intermediate**

**Prerequisite: ESL level 3 or equivalent placement**

**Course Description:** High Intermediate is the second English course in the two-course Intermediate Level. Students who successfully complete the course are prepared to move on to the Low Advanced course. The course uses a communicative methodology focusing on both fluency and accuracy to foster students' independent production of English. The course integrates the four language skills through reading, writing, listening, and speaking based on topics such as asking for a favor, telling a story, comparing different cultures, lifelong learning, historic events, and personalities.

NJEC's High Intermediate student learning outcomes mirror those of the CEFR. Per CEFR, students who successfully complete the B2 or High Intermediate level should be able to:

- Understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization.
- Interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

### **Advanced**

#### **ESL level 5: Low Advanced**

**Prerequisite: ESL level 4 or equivalent placement**

**Course Description:** Low Advanced is the first course in the two-course Advanced Level. Students who successfully complete the course are prepared to move on to the High Advanced course. The course uses a communicative methodology focusing on both fluency and accuracy to foster students' independent production of English. The course integrates the four language skills through reading, writing, listening, and speaking based on complex topics such as communication, the information age, creativity, complaints, values, and culture shock.

NJEC's Low Advanced curriculum's student learning outcomes mirror those of the CEFR. Per CEFR, students who successfully complete the C1 or Low Advanced level should be able to:

- Understand a wide range of demanding, longer texts, and recognize implicit meaning.
- Express him/herself fluently and spontaneously without much obvious searching for expressions.
- Use language flexibly and effectively for social, academic and professional purposes.
- Produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

## Achievement Scale

Students at the **C1** level can understand a wide range of demanding, longer texts, and recognize implicit meaning. Students can express themselves fluently and spontaneously without searching for expressions. Students can use English flexibly and effectively for social, academic, and professional purposes. Students can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors, and cohesive devices.

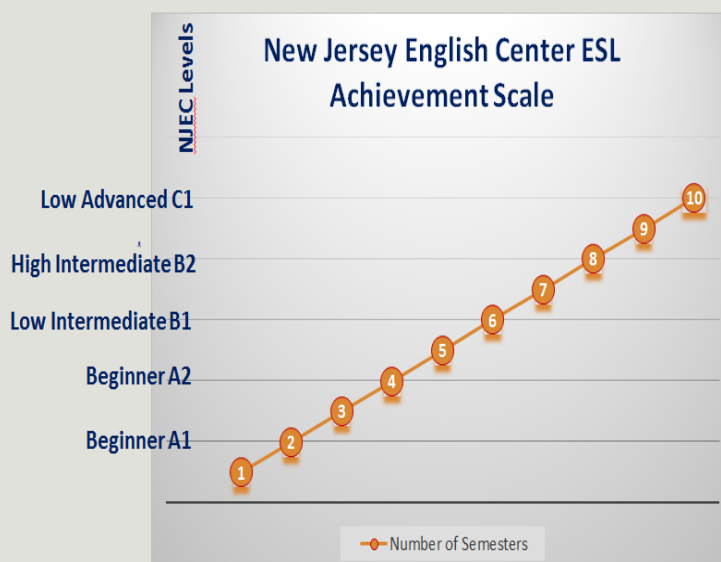
Students at the **B2** Level can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in their fields of specialization. Students can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers possible without strain for either party. Students can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of different options.

Students at the **B1** level can understand the main points of familiar matters regularly encountered in work, school, and leisure. Students can deal with most situations likely to arise while travelling in an area where English is spoken. Students can produce simple connected text on topics which are familiar or of personal interest. Students can describe experiences, events, dreams, hopes, and ambitions and briefly give reasons and explanations for opinions and plans.

Students at the **A2** Level can understand sentences and frequently used expressions related to areas of most immediate relevance, such as very basic personal and family information, shopping, local geography, and employment. Students can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Students can describe in simple terms aspects of their backgrounds, immediate environment, and matters in areas of immediate basic needs.

Students at the **A2** Level can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Students can introduce themselves and others and can ask and answer questions about personal details such as where they live, people they know, and things they have. Students can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

The Achievement Scale below will help you plan your route to fluency in the English language. Get an idea of how many semesters you need to reach your target level.



## Class Schedule

Once a student signs an Enrollment Agreement, the student must choose a schedule indicated in the box on the first page of the agreement. The student has up to one week after their start date to change their schedule. We currently offer the schedules listed below.

A	Mon. Tue. Wed. Thu. Fri.	9am – 1pm
B	Mon. Tue. Wed. Thur. Fri.	1pm – 5pm
C	Tue./Thu. Fri.	1pm – 9pm 9am – 5pm

D	Mon./Wed. Fri.	1pm – 9pm 9am – 1pm
E	Mon. Tue. Wed. Thu. Fri.	5pm – 9pm
F	Fri. Sat./Sun.	1pm – 5pm 10am – 6pm

Once the student chooses a schedule, that schedule will be the student's schedule until the end of the current academic semester. At the end of the semester, a student may select a different schedule.

### **Class Breaks**

Class breaks are at the discretion of the teacher but are normally at 11am, 3pm, or 7pm depending on the schedule.

### **Attendance Policy**

Students must be in attendance at least 85% of the time. Students must maintain 85% to graduate. Any student who falls below 85% attendance will be put on probation and/or be terminated. The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times. Attendance will be taken every hour of the class schedule and if you arrive more than 20 minutes after the start of the hour, you will not get credit for being in class for that hour.

International students attending on an F1 Visa are required by Federal law to maintain a full time schedule of 18 hours per week or 72 hours per month. At the end of each month, a student's hours are calculated. Students not meeting their required hours will be informed and an emailed waning letter will be issued and the students will have one month to improve their attendance. If the student's attendance does not improve after the warning letter their F-1 status could be terminated.

### **Grading Procedures**

### **Placement Exam**

Before beginning classes, every student must take a placement exam, which will determine the appropriate level of English classes for each individual. NJEC uses the Cambridge Placement and Evaluation Package. This exam takes roughly two hours to complete and measures a student's ability to read, write, speak, and listen in the English language.

### **Progress Reports**

Testing is standardized throughout the curriculum based on tests of high reliability. Test results will be recorded in and tracked via the school's SMS system.

Weekly Progress Checks	60% of session grade	Quizzes from American Jetstream textbooks	Quizzes every Thursday
Mid-term Project	20% of session grade	Projects from American Jetstream textbooks, depending on the course and testing support materials.	Midway through the session
Final Project	20% of session grade	Projects from American Jetstream textbooks, depending on the course and testing support materials.	At the end of the session
Beginner, Intermediate, and/or Advanced Certificate of Completion	Based on data from Gradelink system		After passing Level Exit Exam

### Grade Rubric

Students must maintain at least a 72% grade average. Students must maintain 72% average to graduate. Any student who falls below a 72% average will be put on academic probation. If a student fails below a 72% average for any two consecutive semesters, that student may be removed from the program. The classroom teacher is responsible for administering and recording grades in the LMS system.

Letter Grade	Percentage	GPA
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67



C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
F	<70	0

### **Exit Exam**

When students finish their course, they must take an exit exam that is similar to the placement exam, this exam takes 2 hours to complete and measures a student's ability level in reading, writing, speaking, and listening. After students complete the exit exam, we compare the results to the placement exam to see how much they have learned during their time at NJEC.

### **Satisfactory Academic Progress**

All F-1 students enrolled in classes are required to maintain satisfactory academic progress. A student whose cumulative session grades are below 72% will be placed on academic probation. In this circumstance, students will receive written correspondence from the Education Coordinator outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non- academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. The student is required to follow this plan of study until he or she is removed from probation. Students who are on academic probation for 2 consecutive semesters may be terminated from the program.

### **Academic Integrity**

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate

intellectual and academic achievement independent of all assistance except that authorized by the instructor.

The use of an outside source in any academic paper, report of submission for academic credit without the appropriate acknowledgement is plagiarism. It is also academically dishonest to submit anything in electronic form as one's own that is the work, either fully or in part, of someone else. It is unethical to present as one's own work, the ideas, words or representations of another without the proper indication of the source. Therefore, it is the student's responsibility to give credit to any quotation, idea or data borrowed from an outside source.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension, dismissal or expulsion from the School. Students penalized for failing to maintain academic integrity who wish to appeal such action may petition the School Director for a hearing on the matter.

### **Facilities**

NJEC's main campus is located at 35 Journal Square Room #801, Jersey City, NJ 07306. Every classroom is equipped with whiteboards, computers, and internet access. All classrooms are handicap accessible.

### **Student Lounge**

The student lounge is a common area open to the entire campus population for the purposes of eating, socializing, and relaxation. There is a Keurig coffee maker, a refrigerator, a microwave, and a HD television for student use in the lounge. Occasionally, the student lounge may be used to host school sponsored special events and activities. The student lounge cannot be used as a classroom.

### **Student Library**

The student library is a common area open to entire campus population for the purposes of study and research. There are four computers available in the library and several shelves of reading material.

### **Wifi**

NJEC has complementary Wifi available throughout campus available for student use.

## **NJEC Policies and Procedures**

### **Providing Contact Information/ Change of Contact Information**

NJEC ESL students in the U.S. as an F-1 visa student must at all times provide the school with all their correct contact information. Contact information, in this handbook, refers to the following: email address, postal address, resident address, telephone number, cell number. If a student's contact information changes, that student is responsible for providing all of their true and accurate contact information to the admissions office.

If a student's attendance falls below the acceptable rate (**See Attendance Policy and F-1 Visas**) and is not reachable for more than 14 days, that student will be automatically removed from the program without warning.

All F-1 students must provide all of their contact information during the initial registration process. Failure to comply with attendance rules and policies as well as the contact information will result in that student being removed from the program, without exception.

## **Housing Policy**

NJEC does not provide student housing.

## **Health Insurance**

All NJEC students are strongly advised to purchase health insurance when studying in the US. Having health insurance protects you from paying the full cost of medical expenses, and having student medical and accident insurance is recommended for international students.

We can refer students to various insurance agencies.

## **Counseling Services**

This list of counseling services is located at the admissions desk.

## **Public Counseling Services**

- Mental Health

<http://www.nj.gov/humanservices/clients/mental/>

- Emergency Services

<http://www.state.nj.us/humanservices/dfd/programs/emergency/index.html>

- Sexual Assault Counseling

<https://njcasa.org/find-help/>

- Individual and Family Counseling (21 years or younger)

<https://ipgcounseling.com/>

- Financial Counseling

[http://www.state.nj.us/dobi/division\\_consumers/finance/counselors.html](http://www.state.nj.us/dobi/division_consumers/finance/counselors.html)

## **Vacation and Leave of Absence**

A full-time student in the ESL department can request vacation time only after attending a full 12-week semester and maintaining acceptable attendance (See Attendance Policy and F-1 Students), and satisfactory academic progress. Once the student requests vacation time, the student must fill out a **Vacation Request Form** and have the signature from the Education Director and Student Advisor who currently deals with Vacation/ Leave of Absence forms prior to receiving the requested time. The appropriate staff member will check to make sure the student has been fulfilling progress report and attendance requirements. The maximum amount of time a student is allowed vacation at any one time is 8 weeks but the student must have completed two full semesters (24 weeks) of classes.

Prior to receiving vacation, the student must register and make a payment towards the next three-month period in the event their enrollment agreement is ending.

The student must also have a zero (\$0) balance on their account before they are given vacation.

If the student has not completed the minimum accepted number of hours (85%) in their program during their twelve weeks of study, or if the student has not maintained satisfactory academic progress (72%), vacation will be denied.

### **Emergency Medical Leave**

In order to be excused from classes, for any period of time, due to medical issues, a student must:

- Get an official, signed document from a doctor that clearly defines the leave of absence (has a start date and an end date)
- Upload the document to Gradelink within a week of the designated start date

Students cannot be excused from classes to care for a sick family member or friend.

While a student is on medical leave they must continue to make their appropriate tuition payments. Excused medical leave does not count as attendance toward requested vacation time. If you would like to make-up hours so that you can apply for vacation you must attend the designated make-up classes.

The maximum amount of time a student is allowed to take for medical leave is an aggregate of 12 months while attending this school.

### **Field Trip Policy**

NJEC recognizes the importance of field trips and recreational activities as part of the entire ESL learning experience. The following are the policies and procedures for field trips which each and every instructor MUST go over before embarking on a field trip.

- Classes must meet at NJEC. The instructor will take attendance and the students will leave the campus together.
- All students must sign a waiver of injury form and return it to the Education Coordinator.
- Students should have the school phone number, as well as the instructor's cell phone number.
- Students should make the instructor aware of any health-related issues (food allergies, asthma, etc.) prior to leaving the school.
- Students should IMMEDIATELY contact their instructor or the school if they get separated from their class.
- At the end of the trip, the instructor will again take attendance to make sure that all students have returned to the camps safely.

- If ANY problems arise on a field trip, the instructor and the student should contact the Education Coordinator or School Director IMMEDIATELY.
- In cases of extreme emergencies, students should call 911 or contact the nearest policeman.
- NJEC assumes no liability for injuries sustained during a field trip.

Field trips are meant to enhance the educational experience and is voluntary and not mandatory as part of the curriculum. For those students who choose not to participate, regular class scheduling will be in effect.

### **Transfer-Out Policy**

Students wishing to transfer out **must schedule an exit exam**. A student may not transfer out of our program to another program in good status if:

- They have not completed (successfully) three months of classes (at a satisfactory rate of attendance (85%).
- Owe any unpaid balances.

Once a student wishes to transfer to another school, the institution the student is transferring to will request certain documentation from NJEC. Respectively, any student wishing to transfer **to** our program will be required to provide some information from the other institution as well **international students will not be eligible to register at NJEC if they are unable to provide the required documentation**. Please talk to our staff to assist you with the documentation. An official list of required documentation is available.

If a student has received warnings during their course, we reserve the right to inform the institution the student wishes to transfer to about this fact. Attendance records of those students whose attendance has been in good standing with our program will not be released to anyone, unless it is requested by that institution or U.S. Immigration authorities. Poor attendance could lead to a poor mark in the student's records.

### **Family Education Rights and Privacy Act (FERPA)**

Consistent with Family Educational rights and Privacy Act of 1974, New Jersey English Center (NJEC) has adopted policies, which protect the privacy of students. In brief, the statute provide the educational institutions and agencies must provide students access to certain official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate institutions must obtain the written consent of the student before releasing personally identifiable data about student form records to other than a specified list of exceptions. Students must be notified of these rights. An office and review board has been established in the United States Department of Education to investigate and adjudicate violations and complaints of this section.

## **Emergency Closings and Other Changes to Class Schedules**

Occasionally, the school is confronted by the need to close because of inclement weather or reasons beyond the school's control. Such closings are normally announced through major radio stations in New Jersey City. In addition, students can also call the main office for information and check the school's website and Facebook page for updates.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of school equipment (including computers and/or networks), and unavailability of particular School facilities occasioned by damage to the premises, repairs or other cause, and school closings because of inclement weather. The School shall not be responsible for refund of any tuition or fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled, nor shall the school be liable for any consequential damages as a result of such a change in schedule.

## **Refund Procedure**

Students requesting a refund should send a written request to [admissions@njenglishcenter.com](mailto:admissions@njenglishcenter.com) or submit a written request at the admissions desk. If the refund request meets the school refund policy, the refund will be made to the student within 30 days. The failure of a student to notify the School Director in writing of withdraw may delay refund of tuition due pursuant to Section 5002 of the Education Law.

### **NJEC Refund and Cancellation Policy**

1. A student who cancels within seven (7) days of signing the enrollment agreement but before instruction begins receives all payment refunded, excluding the \$100 registration fee.
2. Thereafter, a student will be liable for:
  - a. The non-refundable registration fee plus
  - b. The cost of any textbooks or supplies accepted plus

For 216-hour programs (1 Quarter of 12 Weeks Each)

### **First Quarter**

If the student is terminated, the School may retain:

Prior to or During the 1 <sup>st</sup> Week	0%
During the 2 <sup>nd</sup> Week	20%
During the 3 <sup>rd</sup> Week	35%

During the 4 <sup>th</sup> Week	50%
During the 5 <sup>th</sup> Week	70%
After the 5 <sup>th</sup> Week	100%

### Subsequent Quarters

If the student is terminated, the School may retain:

Prior to or During the 1 <sup>st</sup> week	20%
During the 2 <sup>nd</sup> Week	35%
During the 3 <sup>rd</sup> Week	50%
During the 4 <sup>th</sup> Week	70%
After the 4 <sup>th</sup> Week	100%

3. Any tuition paid to the school in excess of the sum due to the school by the student who cancels, withdraws, or is discontinued will be refunded within thirty (30) days from the determination date or withdrawal. The date of withdrawal by a student is the last day of attendance.
4. The student refund may be more than that stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund.  
Although placement assistance

### Use of Cell Phones, Computers, and Other Electronic Devices in Class

- The general policy and guidelines in regards to electronic devices that follow apply to all ESL students and classes.
- All cell phones must be either turned-off or switched to silent mode during class.
- If a student needs to receive or make an urgent call, they must do so outside the classroom. If constant disruption continues, the teacher has the authority to consider the student absent from class for that hour.
- Laptops, tablets, MP3 players, or other electronic devices are not allowed to be used in class, unless otherwise instructed by the teacher. This includes the computers owned by NJEC.
- The use of SMS messaging, or texting, is also disruptive and disrespectful to the instructor. The ESL Instructors at New Jersey English Center are committed to making interesting and productive

lessons for their students, and it is considered by the faculty and staff very disrespectful if the students do not make an effort to participate in classroom activities. If a student's constant texting becomes a problem for the instructor, **the instructor has the right to send that student to the Education Coordinator to discuss the concern. The student may be considered absent by ESL staff for that day.**

## **NJEC Code of Conduct**

NJEC staff's main concern is for the welfare and safety of its students. The following actions and behavior will lead to disciplinary actions being taken by the ESL Department:

- An action that may discredit or be damaging to NJEC.
- Behavior that is intended to intimidate another person because of race, color, religious or national origin, gender, sexual orientation or disability.
- Behavior that could lead to unwanted encounters with law enforcement bodies.
- Non-compliance with NJEC policies and the commonwealth and federal laws relative to drugs, alcoholic beverages, and gambling.
- Providing false information to NJEC staff.
- Fraud, forgery, alteration, or misuse of NJEC documents, records, or identification cards.
- Physical Assault with the intention of doing physical harm, obscene, lewd, vulgar or immoral conduct or profanity.
- Unwelcome conduct of a sexual nature, herein defined as 'Sexual Harassment.' Sexual harassment may include 1) unwelcome sexual advances, 2) requests for sexual favors, and 3) other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment may also include denying or limiting, on the basis of sex, a person's ability to perform their tasks, assignments, or work. Disciplinary action will be taken in the event of violation of NJEC Sexual Harassment policy.
- The deliberate creation on the part of an individual student or a group of students of a hostile environment towards other students, faculty or staff, or to stigmatize or harass other students, faculty or staff members.
- Behavior that would lead to violence while on the territory of NJEC facilities and campus.

Students are also responsible for maintaining behavior that will not be detrimental to NJEC, its faculty and staff. This obligation extends to events organized by NJEC International which take place outside New Jersey English Center facilities and campus.



## Zero Tolerance of Disrespect Towards Faculty, Staff, and Students

Any perspective or enrolled student at NJEC, who shows disrespect to NJEC students, any member of staff or faculty can be subject to disciplinary action such as loss of attendance and/or removal from the program. Disrespect in this Handbook is defined by (but not excluded to) the following:

Constant class disruption, rudeness, unnecessary and excessive argumentation with other students or staff and faculty, harassment, excessive complaining, yelling or threatening speech, physical violence, verbal threats of violence, disregard or refusal of faculty direction, refusal to participate in classroom activities, overall disrespect and disregard for Staff and Faculty efforts and direction.

**Any student or prospective student may be removed from the program and not be allowed to register and attend the programs offered at NJEC due to violating the Zero-Tolerance of Disrespect policy. NJEC students are required to maintain certain standards of behavior while they attend our program which encourages an atmosphere of learning and mutual respect.**

## Formal/Informal Complaints

The purpose of the Student Complaint Procedure is to provide students with a prompt and equitable means of seeking resolution for alleged violations of student rights which are protected under school's academic and general policies. Complaints based on unlawful discrimination, harassment, unfair or biased treatment, or complaints regarding the quality of services and instruction, against any member of NJEC (including students, staff, or faculty) should be made in writing and given to the School's Director

Complaints can be made in two ways:

Formal complaints must be made in writing and cannot be made anonymously, however will be kept confidential. Minor complaints pertaining to the quality of educational programs and services, teacher performance, or condition of facilities can be made either formally or informally.

Informal complaints can be made in person by speaking with administrative personnel, or in writing by email or letter. Informal complaints may be opened and reviewed by individual administrative staff members and can be dropped in the school's suggestion boxes. All complaints formal or informal are reviewed and analyzed by either the school's Director or Education Coordinator.

## Program Start Dates

NJEC offers open-enrollment for ESL students. Students can begin classes every Monday, with the exception of Beginner Students, who must start at the beginning of the term. The following are the approximate program start dates in 2020:

	1st	1st	1 <sup>st</sup>
January 2020	A/B Schedule		

February 2020		C/D Schedule	
March 2020			E/F Schedule
April 2020	A/B Schedule		
May 2020		C/D Schedule	
June 2020			E/F Schedule
July 2020	A/B Schedule		
August 2020		C/D Schedule	
September 2020			E/F Schedule

## **2020 Academic Calendar**

### **MEC is closed during the following school breaks and Federal Holidays:**

New Year's Day	January 1 <sup>st</sup> – 3 <sup>rd</sup>
Martin Luther King Jr. Day	January 20 <sup>th</sup>
President's Day	February 15 <sup>th</sup> - 17 <sup>th</sup>
Easter	April 10 <sup>th</sup> – April 12 <sup>th</sup>
Memorial Day	May 22 <sup>nd</sup> – 25 <sup>th</sup>
Summer Break	June 26 <sup>th</sup> - July 5 <sup>th</sup>
Labor Day	September 4 <sup>th</sup> – September 7 <sup>th</sup>
Columbus Day	October 10 <sup>th</sup> - 12 <sup>th</sup>
Thanksgiving	November 26 <sup>th</sup> – November 29 <sup>th</sup>
Winter Break	December 23 <sup>rd</sup> - January 3 <sup>rd</sup> 2021