

Welcome Book



BOSTON

LANGUAGE SCHOOLS

2017



OHC Boston is built on a foundation of excellence in language teaching and teacher training. Our teachers hold the University of Cambridge CELTA: the most recognized and highly-regarded English as a Second Language certification in the world. That's why we can provide you - our students - with the best language education in the city.

In addition to having the most qualified and professional language teachers, OHC Boston offers world-class facilities in an excellent location. The campus is located in the historic Faneuil Hall Marketplace, and nearby landmarks include the waterfront, Haymarket, the Boston Common, the New England Aquarium, and more!

Study at OHC Boston for the best of both worlds - an authentically American experience in an internationally recognized language school!

OHC Boston Contact Information

Address:

1 South Market St
Suite 4136
3rd Floor
Boston, MA
U.S.A.

Tel:

+1-617-939-9318

Website:

www.ohcenglish.com

Email:

boston@ohcenglish.com

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School Information

Finding the School:

We are located in the South Market Building next to Quincy Market. Find the entrance with a big gold “1” sign. We are above Boston Pewter Company. Take the elevator to the 3rd floor.

School Phone No. 1-617-939-9318

Emergency Housing & Airport Pickup No.
1-617-716-9288

Hours of Operation: 9:00am - 5:00pm



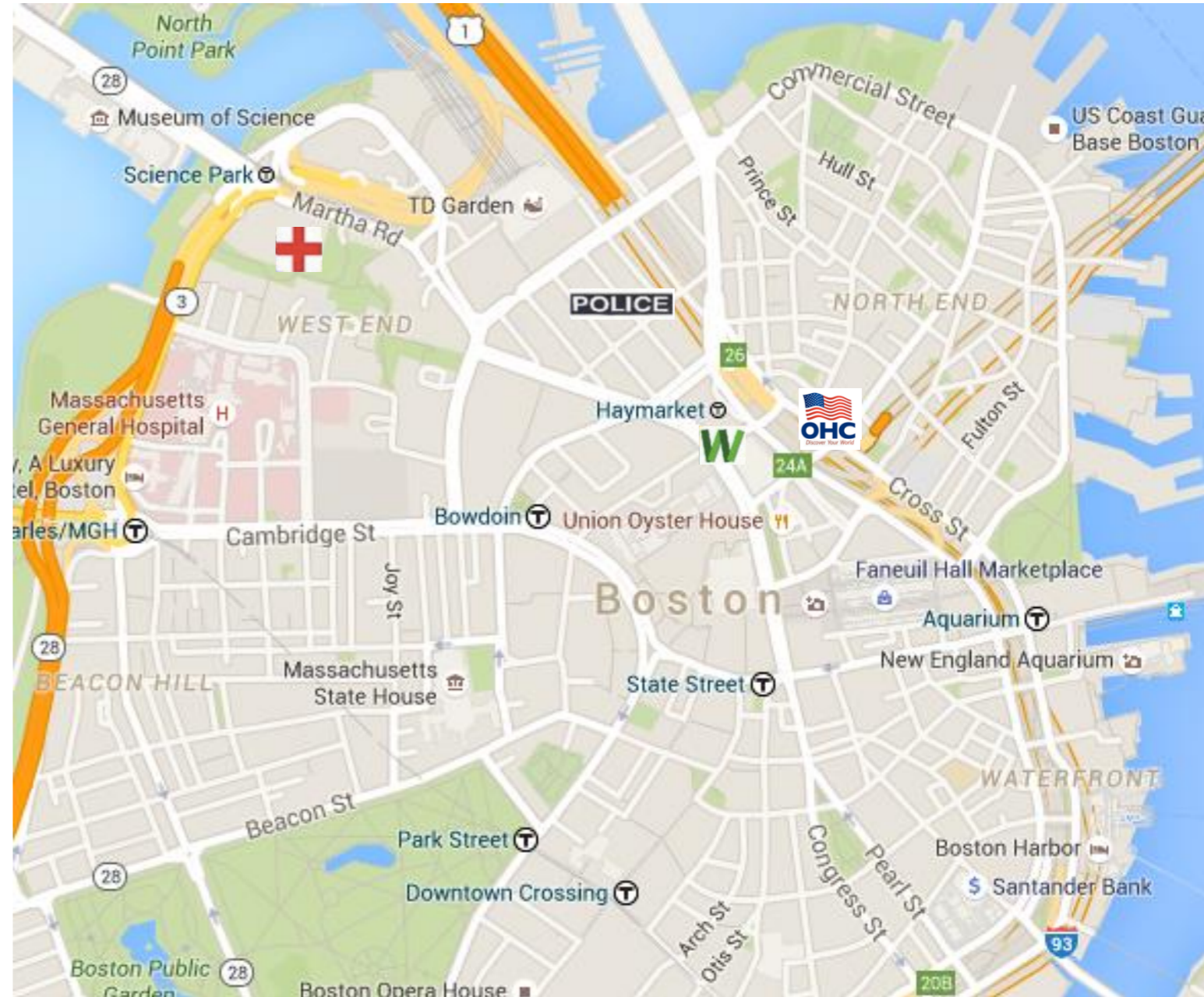
School Information

Nearest Hospital: MA General Hospital
1-617-728-6000

Nearest Clinic: One Medical
1-617-419-2893

Nearest Police Station: Boston Police
1-617-343-4240

Emergency Police: 911



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OHC Boston- 1 S Market Street,
3rd Floor



One Medical – 28 State St #2860



Boston PD - 40 Sudbury Street



MA General Hospital - 55 Fruit Street

Boston has a fantastic public transit system which will help you get anywhere you need to be! With city busses, rapid transit, and boats and ferries to get across the Charles River, you will have many options to get from one place to another. Be sure to get a free, reusable Charlie Card when you arrive. You can find fares, schedules, and route maps at: www.mbta.com

Prices Effective January 1, 2017		
	Transport Type	Fare
Bus	Adult Local Bus (Card)	\$1.70
	Adult Local Bus (Ticket)	\$2.00
	Inner/Outer Express Bus	\$5.00 / \$7.00
Rapid Transit "The T"	Adult Rapid Transit (Card)	\$2.25
	Adult Rapid Transit (Ticket)	\$2.75
	Student Ticket	\$1.10
Passes	Local Bus Pass	\$55.00
	Monthly Link Pass	\$84.50
	7-Day Link Pass	\$21.25

TIME	COMMENT
9:00am - 9:10am	Welcome, Tour
9:10am - 9:30am	Orientation Documents
9:30am - 10:30am	Placement Test
10:30am - 10:45am	Break
10:45am	Class Begins

1. English Only

You must speak English at all times in the school and during school activities.

2. Punctuality

You must arrive to all of your classes on time. You cannot enter a class if you are late. There is a 15 minute grace period for your first class and 10 minute grace period for every period thereafter.

3. Attendance

You must have an 80% or higher attendance record to remain in “Good Standing” and to receive your graduation certificate.

4. Progress Assessment & Level Progression

You will have a test every 4 weeks of your course. Test results are aligned with the Common European Framework of Reference (CEFR). See OHC levels below. Students are generally expected to progress to the next level of study within 150 - 200 hours of study.

OHC Levels:

Basic User (CEFR A1 - A2+); **Independent User** (CEFR B1 - B2) and
Advanced User (CEFR B2+ - C1)

5. Level Repeating

All students who are required to repeat a level (additional 12 weeks) are informed in writing that they have not met the expected progression and an individual learning plan will be made with the student. If the student does not meet the conditions of the academic probationary learning plan after the additional 12 weeks (24 weeks at the one level), the student will be advised in writing that they are to be dismissed for failing to maintain status and their study visa will be terminated

5. Behavior in the School

Although we love having a good time, we will under no circumstances tolerate behavior that makes anyone, student or staff, feel uncomfortable. Racism, sexism, discrimination, or general disrespect of any kind are unacceptable.

6. No Smoking

There is absolutely no smoking anywhere in the school. Smoking can be done in the designated areas outside of the school.

7. Receiving Mail or Packages

If you're expecting mail at the school, it will be at the front desk. We are not responsible for lost or undelivered mail. We can receive packages for you at the front desk, but we will not pay for packages that require on the spot duty payments. Make sure you notify us if you are expecting a package.

8. Requesting Documents

If you need any official documents such as a reprint of your certificate, letter of acceptance, or letter for student discounts on public transit, fill out a document request form at the front desk and submit it at least 24 hours before you need the document. Your document will be prepared for you and available at the front desk within 24 hours. There may be a fee to reissue some documents.

9. Phone

Students can make local or overseas phone calls with a phone card on a school phone.

1. Phone calls, 3 ways to call:

Phone Cards- It is usually much cheaper for you to buy a phone card for making long distance (international) calls. You can find these in most convenience or grocery stores.

Cell Phones- Cheap or disposable cell phones are available at many convenience stores. If you bring your own cell phone, make sure that you have an international calling plan!

Building Phones- There are always phones in each building that are available to students in case of emergency. Students can also make calls on Skype on the school computers.

2. Taxes:

Generally the price you see on an item is before taxes. The amount of sales tax depends on the state. In Massachusetts, sales tax is 6.25%. Taxes on alcohol and cigarettes are higher.

3. Banks:

To open a bank account, you need at least 2 forms of identification (your passport, international driver's license and/or a credit card) and an OHC Enrolment Confirmation Letter.

Please ask the front desk for this form. Most banks have special student accounts. Also, always ask if there are any service fees that may apply to your account.

4. Alcohol and Cigarettes:

The legal drinking age is 21 years old; the legal smoking age is 18.

Bars and clubs will ask you to provide government-issued identification (ex. Passport) to enter. A bottle of beer will cost you about \$3.00 in the store and about \$9.00 in bars or restaurants.

Cigarettes in the USA will cost you about \$6 for a pack.

5. Tipping:

It is customary to give tips to your servers in restaurants and bars (15%-20% of your meal cost), taxis, and hairdressers (10%-15%). Check with your home stay family, teacher, or friends if you are not sure.

6. Electric Current:

The standard voltage in North America is 110V. To make sure you are able to use all of your electronic devices, be sure to bring a converter and adapter with you or buy one here. Online, you can find the voltage of your country or region to choose an appropriate converter & adapter.

7. Water:

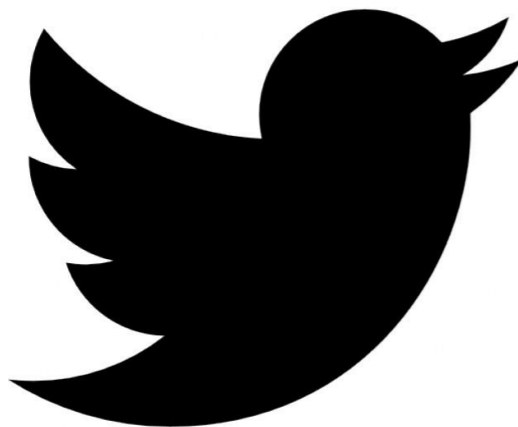
Water in North America is chemically treated and is very safe to drink. There is no need for you to spend money on bottled water.



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www.facebook.com/OHCUSA/



Follow us on Instagram ohcenglish
<http://Instagram.com/ohcenglish>



@ Twitter @ohcEnglish