



# **General Information 2022**

700 W. Hamilton Ave  
Campbell, CA 95008  
Ph: 408 374-5066  
Fax: 408 884-4984

[info@calcc.edu](mailto:info@calcc.edu)  
[www.calcc.edu](http://www.calcc.edu)

Updated January 2022



# About us



California College of Communications, established in 1992, offers morning, afternoon and evening academic, professional, cultural and conversational classes in English as a Second Language. Our school offers small class sizes for individual attention and affordable prices for foreign students to improve their English skills in reading, speaking, writing and grammar. Courses are designed to teach the skills to prepare them for college and university as well as their personal growth and development.

CalCC Language Programs are nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).



*ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.*

CalCC is authorized to issue I-20's for foreign student visas. We do not place the students in internships or work positions during or after their enrollment at CalCC.

Our students have been transferred to reputable universities and colleges not only in California, but around the country.

We look forward to helping the students start their English language training and supporting their needs to attain their goals.



## MISSION STATEMENT

*The mission of CalCC ESL Program is to help non-native speakers of English master the conventions of academic English for college and university level courses and enhance their language skills through cultural exchange. CalCC offers opportunities for students to explore academic pathway options towards future career. Additionally, our conversation courses promote practical English usage with diverse individuals in real world scenarios. By taking ESL courses at CalCC, students learn how to meet the high standards demanded by the academic community and professional workplace.*



# Academic Calendar

Terms	2022		2023	
	Starts	Ends	Starts	Ends
1st QUARTER	January 3	January 28	January 2	January 27
	January 31	February 25	January 30	February 24
	February 28	March 25	February 27	March 24
	1 <sup>st</sup> Quarter Week Off – March 28 to April 1		1 <sup>st</sup> Quarter Week Off – March 27 to March 31	
2nd QUARTER	April 4	April 29	April 3	April 28
	May 2	May 27	May 1	May 26
	May 31	June 24	May 30	June 23
	2 <sup>nd</sup> Quarter Week Off – June 27 to July 1		2 <sup>nd</sup> Quarter Week Off – June 26 to June 30	
3rd QUARTER	July 6	July 29	July 5	July 28
	August 1	August 26	July 31	August 25
	August 29	September 23	August 28	September 22
	3 <sup>rd</sup> Quarter Week Off – September 26 to September 30		3 <sup>rd</sup> Quarter Week Off – September 25 to September 29	
4th QUARTER	October 3	October 28	October 2	October 27
	October 31	November 23	October 30	November 22
	November 28	December 23	November 27	December 22
	4 <sup>th</sup> Quarter Week Off – December 24 to January 1, 2023		4 <sup>th</sup> Quarter Week Off – December 23 to January 3, 2024	

School is Closed	2022	2023
	May 30 - Memorial Day	May 29 - Memorial Day
	July 4 – Independence Day	July 4 – Independence Day
	September 5 – Labor Day	September 4 – Labor Day
November 24 and 25 - Thanksgiving	November 23 and 24 - Thanksgiving	



# Tuition & Fees

Registration Fee – International Student from overseas	\$ 200.00 (non-refundable)
Registration Fee – Transfer International Student or Local Student	\$ 100.00 (non-refundable)
SEVIS fee	\$ 350.00 (non-refundable to ICE)
Academic Program (18hrs per week) Reduced price due to Pandemic	\$ 795.00 / session * (4-weeks)
Professional Program (18hrs per week) Reduced price due to Pandemic	\$ 795.00 / session * (4-weeks)
Conversation in Culture Program (9hrs per week)	\$ 450.00 / session * (4-weeks)
Tuition for 16hrs per week (non F1 student) Reduced price due to Pandemic	\$ 700 / session * (4-weeks)
Promotion for Transfer Students (12 weeks)	\$ 1,880 (advance payment)
Promotion for New Overseas Students (12 weeks)	\$ 1,880 (advance payment)
International Express Mail Fee	\$ 90.00 (non-refundable)
Books for 3 sessions	\$ 150.00 (average)
Airport Transfer - SFO Airport	\$ 50.00 (non-refundable)
Airport Transfer - San Jose Airport	\$ 35.00 (non-refundable)
Credit Card Fee	\$ 15.00 (non-refundable)
*Each session is 4-weeks long	

The tuition base is \$895 but CalCC is offering a discount of \$100 (11%) for the students who pay for 18hrs of instruction per week during the Pandemic. This discount will be prorated in case the students take less than 18hrs per week.

## Other Important Issues for Payments

International Students are required to pay 4-week session tuition (\$795) together with other applicable fees, at the time of registration. See the Refund Policy in case of withdrawal from the program.

Tuition is divided by the number of sessions (one session is equal to 4 weeks) in the program.

Tuition is due by the 5<sup>th</sup> day of each session. After this date a \$50 penalty fee for late payment will be charged. There is a \$25 discount for payments made 1 day before each session starts.

### Transfer or Leave

Students are requested to submit a written notice to CalCC, by the 5<sup>th</sup> day of the session (yellow form or email), informing us that they intend to transfer or to leave the school.

We accept credit or debit card, cash, Venmo or check. For other kind of payments, please ask the administrative staff.

Once the student is registered at CalCC he/she is academically recommended to complete minimum **ONE full quarter** of study. During this time, they can still transfer to another program by following the school's rules and SEVIS regulations for transfer.

### Discounted rate

The student can pay 3 months together (\$870/ month). The refund issued will be based on the regular monthly tuition fee, not on the discounted rate paid by the student.

## SCHOLARSHIP

CalCC offers scholarships based on your academic merit.

You can have your tuition discounted \$50 depending on your grades and attendance. The discount will be applied on the next tuition payment after you receive your Progress Report for the



The graphic features a background of US dollar bills. In the center, wooden blocks spell out 'SAVE'. A green starburst contains the text 'SPECIAL SCHOLARSHIP' and a yellow ribbon below it says 'SCHOLARSHIP ON TUITION'. Large green text reads 'IT'S TIME TO SAVE MONEY!' and a white box with a green border shows '\$50 off'. At the bottom, the CalCC logo is on the left, and the text 'Combination of minimum GPA 3.65 and 96% of attendance' is on the right.



# Class Schedule

ACADEMIC ESL PROGRAM (Levels 1 to 6)			
CLASS	MONDAY	WEDNESDAY	FRIDAY
Listening & Speaking	8:30 to 10:15	8:30 to 9:20	8:30 to 9:20
Reading	10:20 to 11:10	9:25 to 11:10	9:25 to 10:15
Writing	11:15 to 12:05 12:35 to 1:25	11:15 to 12:05	10:20 to 11:10
Grammar	1:30 to 2:20	12:35 to 2:20	11:15 to 12:05
Practical English	-	-	12:35 to 2:20

ACADEMIC ESL PROGRAM (levels 1 and 2 only)		
CLASS	TUESDAY	THURSDAY
Writing	8:30-10:15	8:30-10:15
Grammar	10:20-12:05 Lunch break	10:20-12:05 Lunch break
Listening & Speaking	12:25-2:10	12:25-2:10
Practical English	2:15-3:05	2:15-3:05
Reading	3:10-5:00	3:10-5:00

PROFESSIONAL ESL				
PROGRAM	CLASS	MONDAY	WEDNESDAY	FRIDAY
Professional ESL Program	Advanced Writing Skills	8:30 to 10:15	8:30 to 9:20	8:30 to 9:20
	Communication Strategies	10:20 to 11:10	9:25 to 11:10	9:25 to 10:15
	American Business Culture	11:15 to 12:05 12:30 to 2:20	11:15 to 12:05 12:30 to 2:20	10:20 to 12:05 12:30 to 2:20

CONVERSATION ESL PROGRAM (not for F-1's)			
PROGRAM	CLASS	TUESDAY	THURSDAY
Conversation in Culture ESL Program	Cross Cultural Conversation	9:00 to 10:35	9:00 to 10:35
	Reading & Writing Practice	10:45 to 11:45	10:45 to 11:45
	Survival English	11:55 to 1:50	11:55 to 1:50



# Academic Programs

## ACADEMIC ENGLISH AS A SECOND LANGUAGE

### Program Description

Students will learn the basic skills needed to survive in an English-speaking environment. Listening and reading comprehension will be stressed strongly during the first level.

In the second and third levels, students will improve their communication, grammar and pronunciation skills along with their vocabulary. They will also be introduced to the cultural values of American society, enabling them to assimilate with ease. They will be introduced to additional terminology and hands-on training using word processing. Computer assisted instruction will be utilized by Internet to create international communications.

Fourth and fifth level ESL students will improve their communication skills. They will prepare documents using the basic guidelines of developing an outline, researching and composing the findings of this research around the defined outline. Vocabulary and grammar skills will be improved to reach the level required to prepare such documents.

Sixth level ESL students will utilize language skills learned in earlier levels and apply them to content requiring critical thinking. Students research, analyze and discuss topics related to literary content. They are expected to produce presentations and convey their ideas orally and clearly. They are assigned to draft and write topical and thematic essays.

### Level 1 (3 sessions) - Basic

Basic Listening & Speaking	48 hrs
Basic Reading	48 hrs
Basic Writing	48 hrs
Basic Grammar	48 hrs
Basic Practical English	24 hrs
<b>Cost :</b>	
Tuition	\$2,685
Instructional Materials	\$180

### Level 2 (3 sessions) - Low Intermediate

Low Interm. Listening & Speaking	48 hrs
Low Intermediate Reading	48 hrs
Low Intermediate Writing	48 hrs
Low Intermediate Grammar	48 hrs
Low Int. Practical English	24 hrs
<b>Cost :</b>	
Tuition	\$2,685
Instructional Materials	\$180

### Level 3 (3 sessions) - Intermediate

Interm. Listening & Speaking	48 hrs
Interm. Reading	48 hrs
Interm. Writing	48 hrs
Interm. Grammar	48 hrs
Interm. Practical English	24 hrs
<b>Cost :</b>	
Tuition	\$2,685
Instructional Materials	\$180

### Level 4 (3 sessions) - High Intermediate

High Interm. Listening & Speaking	48 hrs
High Intermediate Reading	48 hrs
High Intermediate Writing	48 hrs
High Intermediate Grammar	48 hrs
High Int. Practical English	24 hrs
<b>Cost :</b>	
Tuition	\$2,685
Instructional Materials	\$180



Level 5 (3 sessions) - Advanced		Level 6 (3 sessions) - High Advanced	
Advanced Listening & Speaking	48 hrs	High Advanced Listening & Speaking	48 hrs
Advanced Reading	48 hrs	High Advanced Reading	48 hrs
Advanced Writing	48 hrs	High Advanced Writing	48 hrs
Advanced Grammar	48 hrs	High Advanced Grammar	48 hrs
Adv. Practical English	24 hrs	High Adv. Practical English	24 hrs
<b>Cost :</b>	Tuition Instructional Materials	\$2,685 \$180	<b>Cost :</b> Tuition Instructional Materials \$2,685 \$180

## CONVERSATION IN CULTURE ESL

### Program Description

The Conversation in Culture program is a wonderful opportunity for international students to practice speaking and understanding conversational English in small groups with classmates who are at approximately the same level of English proficiency.

Students will be studying English using different cultural topics of the United States like Food , Movies, Drama, and Outdoor Activities. They will also develop cultural understanding in today's global community by connecting with people from different cultures through conversation.

This program is specifically designed for Beginning, Intermediate and, Advanced level English Language Learners to improve both speaking and listening skills and explore aspects of the English language in various life and professional scenarios.

Conversation in Culture ESL, BEGINNING (4, 8, or 12 weeks)				Cost :
	<u>4 wks</u>	<u>8 wks</u>	<u>12 wks</u>	
Cross-Cultural Conversation	16 hrs	32 hrs	48 hrs	Tuition 4 wks: \$645 8 wks: \$1,245 12 wks: \$1,745
TV & Film Discussion	8 hrs	16 hrs	24 hrs	
America Eats	8 hrs	16 hrs	24 hrs	
Drama Express	8 hrs	16 hrs	24 hrs	Instr. Materials 4 wks: \$60 8 wks: \$120 12 wks: \$180
Recreation in the U.S.	8 hrs	16 hrs	24 hrs	
<b>Total hours per Level</b>	<b>48 hrs</b>	<b>96 hrs</b>	<b>144 hrs</b>	
Conversation in Culture ESL, INTERMEDIATE (4, 8, or 12 weeks)				Cost :
	<u>4 wks</u>	<u>8 wks</u>	<u>12 wks</u>	
Cross-Cultural Conversation	16 hrs	32 hrs	48 hrs	Tuition 4 wks: \$645 8 wks: \$1,245 12 wks: \$1,745
TV & Film Discussion	8 hrs	16 hrs	24 hrs	
America Eats	8 hrs	16 hrs	24 hrs	
Drama Express	8 hrs	16 hrs	24 hrs	Instr. Materials 4 wks: \$60 8 wks: \$120 12 wks: \$180
Recreation in the U.S.	8 hrs	16 hrs	24 hrs	
<b>Total hours per Level</b>	<b>48 hrs</b>	<b>96 hrs</b>	<b>144 hrs</b>	





<b>Conversation in Culture ESL, ADVANCED (4, 8, or 12 weeks)</b>				<b>Cost :</b> Tuition 4 wks: \$645 8 wks: \$1,245 12 wks: \$1,745
	<b>4 wks</b>	<b>8 wks</b>	<b>12 wks</b>	
Cross-Cultural Conversation	16 hrs	32 hrs	48 hrs	Instr. Materials 4 wks: \$60 8 wks: \$120 12 wks: \$180
TV & Film Discussion	8 hrs	16 hrs	24 hrs	
America Eats	8 hrs	16 hrs	24 hrs	
Drama Express	8 hrs	16 hrs	24 hrs	
Recreation in the U.S.	8 hrs	16 hrs	24 hrs	
<b>Total hours per Level</b>	<b>48 hrs</b>	<b>96 hrs</b>	<b>144 hrs</b>	

### PROFESSIONAL ENGLISH AS A SECOND LANGUAGE

<b>Program Description</b>	This advanced English course focuses on developing fluency, accuracy and communication skills for professionals seeking to work in the American English-speaking business world, and prospect college or university students with ambitions to complete their graduate studies. This course assists students in improving English core skills areas such as listening, speaking, reading and vocabulary expansion while over-viewing key areas of business. Also, students taking this course will learn how to effectively communicate in business meetings, give presentations, negotiate and express themselves with confidence and assertiveness.
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<b>Upper Level only (3 sessions) Module 1</b>		<b>Cost :</b>
Communications Strategies	60 hrs	Tuition
Advanced Writing Skills	48 hrs	\$2,685
American Business Culture	108 hrs	Instructional Materials \$180
<b>Upper Level only (3 sessions) Module 2</b>		<b>Cost :</b>
Communications Strategies	60 hrs	Tuition
Advanced Writing Skills	48 hrs	\$2,685
American Business Culture	108 hrs	Instructional Materials \$180
<b>Upper Level only (3 sessions) Module 3</b>		<b>Cost :</b>
Communications Strategies	60 hrs	Tuition
Advanced Writing Skills	48 hrs	\$2,685
American Business Culture	108 hrs	Instructional Materials \$180
<b>Upper Level only (3 sessions) Module 4</b>		<b>Cost :</b>
Communications Strategies	60 hrs	Tuition
Advanced Writing Skills	48 hrs	\$2,685
American Business Culture	108 hrs	Instructional Materials \$180

# PROFESSIONAL ESL PROGRAM

English for Specific Fields of Study *Silicon Valley*

## Module 1

January  
February  
March

**HUMAN RESOURCES  
MANAGEMENT**



**HEALTH SCIENCE**



**COMPUTER  
SCIENCE**



## Module 2

April  
May  
June

**HOSPITALITY**



**GAME APPLICATION  
TECHNOLOGY**



**BUSINESS  
MANAGEMENT**



## Module 3

July  
August  
September

**FINANCE**



**MOBILE  
APPLICATION  
TECHNOLOGY**



**ENVIRONMENT**



## Module 4

October  
November  
December

**SOCIAL MEDIA**



**ENTERTAINMENT**



**ENTREPRENEURSHIP  
SKILLS**





# Health Insurance

Medical care in the United States is extremely costly, so most people have health insurance to cover the high cost of health care. To ensure that non-immigrant students are able to cover any medical expenses in the U.S., all international students are required to have some kind of health insurance coverage.

Students are free to choose their own place to purchase health insurance coverage which is acceptable at any U.S. medical facility. The school will assist the students to find various health insurance companies.

Student Health Insurance CISI - Cultural Insurance Services Inter. <a href="http://www.culturalinsurance.com">www.culturalinsurance.com</a> (203) 399-5121 / 399-5596	International Student Organization Compass Health Insurance <a href="http://www.isoa.org/compass_main.aspx">http://www.isoa.org/compass_main.aspx</a>
International Student Organization - ISO <a href="https://www.isoa.org/">https://www.isoa.org/</a>	International Student Insurance.com <a href="http://www.internationalstudentinsurance.com/student-health-insurance/">http://www.internationalstudentinsurance.com/student-health-insurance/</a>

# Satisfactory Academic Progress

<b>Satisfactory Academic Progress</b>	<p>California College of Communications uses a quarterly system. The total length for each level/module of ESL program is 216 hours per quarter. A quarter is also divided into three sessions. Each session is 4 weeks long and 72 hours total. Satisfactory progress is evaluated for every quarter throughout the program.</p> <p>The grades are given at a 4.0 scale with letter grades. Since our quarters are 12 weeks long, we give two mid-term grades at the end of 1<sup>st</sup> and 2<sup>nd</sup> sessions. The final grade of the quarter is calculated by taking the average of the three sessions that the student is enrolled in. At the end of every session (4-week), students receive progress reports summarizing their academic progress together with their attendance record.</p> <p>Evaluation of student achievement will be made in relation to the specific objectives met for each course. At the beginning of a course, the instructor will provide students with a syllabus detailing these objectives and the basis upon which grades are determined. Minimum 2.0 (C) average is required for graduation from each level. The final grade will be based on assessments, homework, class assignments and</p>
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	<p>participation.</p> <p>When students satisfactorily finish the current level with 2.0 GPA and minimum 80% attendance and get a satisfactory score on the level advancement test, they are qualified to go up one level with the approval from their teacher.</p> <p>A student who fails a subject in one session is permitted to continue as long as the student makes satisfactory progress towards graduation of the level. To do this, his/her average grade for the Quarter needs to be "C" or above.</p>
<b>Academic Probation</b>	<p>Pre-probation Period: Teachers can use Weekly Progress Logs to document struggling students' progress anytime and in any number of courses. Teachers must start using weekly progress logs as soon as they notice any weaknesses that need to be improved. These logs will be kept in students' files.</p> <p>If a student receives less than 2.0 GPA for the quarter, he/she will be given an Academic Probation notice within his/her Progress Report by Admissions &amp; Records Office. This means that the student will repeat the whole quarter.</p> <p>Students can be taken off probation if they improve their Grade Point Average to a minimum 2.0 at the end of the repeated quarter. Students will be "in status" in terms of their visa during the probation period. If students do not improve their GPA to minimum 2.0 during their probationary period, they will be placed on the Termination List at the end of the Academic Probation quarter.</p>
<b>Level Repetition</b>	<p>Teachers may decide to keep students in the same level for the next quarter with a well written justification (Rationale for Level Repetition Form). Also, in special circumstances, with the approval of their teachers and the School Administrator, students may request to repeat a level that they have passed by filling out and submitting the Level Repetition form.</p> <p>It is limited to the student to repeat a level 2 times maximum. Both requests must be approved by the School Administrator based on sound educational reasons.</p>
<b>"I" Grade</b>	<p>I – Incomplete – Students may qualify for an "I" grade only if a minimum of 60% of the total coursework for that term has been completed. The student must complete any and all missing parts of the coursework (homework, quiz, tests) in order to obtain a final letter grade.</p> <p>A form for improving the grade has to be filled out by the instructor. Both the instructor and the student have to sign this form and a copy is given to the student.</p> <p>An incomplete grade must be removed within one session (4 weeks) by completion of the missing parts under the supervision of the instructor. An incomplete not converted to a passing grade will automatically convert to the actual grade earned by student.</p> <p>Notices for correcting the "I" grade or repeating the whole quarter on Academic Probation are given to the students together with their progress reports right after each session or each quarter.</p>



<p><b>Appeal</b></p>	<p>Students have the right to appeal their grade that does not meet the Satisfactory Progress standards. Students are required to turn in their written appeals within one week with substantiating documentation, where appropriate, to the Administrative Director who is responsible for deciding the appeal.</p> <p>The Administrative Director will review their appeal and, if necessary, will appoint a Student Appeals Committee, who will review their written statement, examine any relevant course materials, and if necessary, hear from the involved parties. Within one week of appointment, the committee will submit a written recommendation to the Administrative Director. After reviewing the recommendations of the Student Appeals Committee, Administrative Director will make a final decision and will provide the decision in writing to the student within 3 days.</p>		
<p><b>Other Marks of Student Progress</b></p>	<p>Levels may be repeated, based on a sound written and well-documented justification established by CalCC, provided that the students' maximum cumulative total length of the language training is no more than 36 months. Teachers will use Weekly Progress Logs to document struggling students' progress. These logs will be kept in students' files.</p>		
<p><b>Grade Point Average (GPA)</b></p>	<p>A student's quarterly and cumulative grade point average (GPA) is computed on courses completed at California College of Communications. The GPA is computed by dividing the total grade points accumulated by the total number of courses attempted in residence.</p>		
<p><b>Grade Scale and Definitions</b></p>	<p>Letter Grade</p> <p>A+</p> <p>A</p> <p>A-</p> <p>B+</p> <p>B</p> <p>B-</p> <p>C+</p> <p><b>C</b></p> <p>C-</p> <p>D+</p> <p>D</p> <p>D-</p> <p>F</p> <p>P</p> <p>NP</p>	<p>GPA</p> <p>4.00 Superior</p> <p>4.00 Excellent</p> <p>3.67</p> <p>3.33</p> <p>3.00 Good</p> <p>2.67</p> <p>2.33</p> <p><b>2.00 Satisfactory</b></p> <p>1.67</p> <p>1.33</p> <p>1.00</p>	<p>Numeric Value (%)</p> <p>98-100</p> <p>93-97</p> <p>90-92</p> <p>87-89</p> <p>83-86</p> <p>80-82</p> <p>77-79</p> <p><b>73-76</b></p> <p>70-72</p> <p>67-69</p> <p>63-66</p>



# Leave of Absence / Vacation Policy

Students accrue **one week of vacation time each quarter to be used any time after they accumulate 4 weeks of vacation**. Total amount of vacation time cannot exceed 6 weeks at any time.

Students who have medical reasons proven by an official doctor's or hospital note may take **leave of absence** time off depending on the seriousness of their medical situation. In order to do that, students must comply with the following requirements:

1. A student must request the leave of absence in advance of taking it, unless unforeseen circumstances prevent the student from doing so.
2. Except under the circumstances identified in #3 below, the medical leave of absence is limited to 45 calendar days in any 3-month period. Multiple leaves of absence may be permitted provided the total leaves do not exceed this limit.
3. A student enrolled under an F-1 visa may be granted leave of absence or vacation in accordance with the regulations of the Department of Homeland Security if he/she follows these guidelines: (a) in emergency situations such as a serious illness or death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% the length of the period for which the student applied; (b) students can accumulate leave of absence or vacation over an extended period of study. Length and frequency of absences must not impede student progress and must be reasonable within the context of the institution's curriculum. (c) An extended absence whether it is for leave of absence or vacation (more than six weeks) may require retesting upon reentry into the program; (d) Students with excused absences or leave of absence are not accruing hours needed for completion of the program. While being excused or on leave a student's hours are put on hold; the hours will begin accruing again once the student resumes courses.
4. The student must complete the Leave of Absence request and specify a reason for the leave. The reason must be explained in detail in order for the school to have a reasonable expectation of the student's return within the timeframe of the leave of absence, as requested. The student must sign a Leave of Absence/Vacation Request Form attesting to their understanding of the procedures and implications for returning or failing to return to his/her course of study.
5. CalCC will review the student's request before approving it. Once the leave of absence is approved the form will be placed in the student's file.
6. An approved leave of absence may be extended for an additional period of time



provided the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified time limit, as noted in item 2 or 3 above.

7. There will be no tuition credit for unapproved/unauthorized leave of absence/vacation.

## Termination Procedures for Lack of Attendance

<p><b>WARNING LETTER FOR INITIAL STUDENTS</b></p>	<p>If initial students are absent for <b>five consecutive days</b> at the beginning of their first session, a Warning Letter will be sent to them, signed by CalCC Admissions and Records Office by email and regular mail, and a copy will be placed in the student's file. The Warning Letter will notify the students that they will be on <b>Attendance Probation</b> for the rest of the session where they have to improve attendance over 80% by the end of that session. If the student has an important reason to justify his/her absence, this must be discussed with the Admissions and Records Office immediately to find other solutions.</p>
<p><b>WARNING LETTER FOR CONTINUING STUDENTS</b></p>	<p>If a continuing active student is present less than <b>80%</b> of his/her class time in one session, a Warning Letter will be given to the student signed by CalCC Admissions and Records Office in person, by email and regular mail, and a copy will be placed in the student's file. This letter will be sent at the beginning of the following session on the days scheduled for this action. Every month a school administrator discusses Warning Letters with the students who are getting one, and this is recorded on the Termination Process Signup sheet. The Warning Letter will notify the students that they will be on <b>Attendance Probation</b> from the time they receive the letter, and they have to improve their attendance over 80% by the end of that session. If the students have an important reason to justify their absence, this must be discussed with the Admissions and Records Office immediately to find other solutions. Students are not allowed to get more than <b>4 Warning letters</b> per year during the time they are enrolled at the school. If they exceed this limit they will be automatically terminated.</p>



<b>INTENT OF TERMINATION LETTER</b>	At the end of the Attendance Probation period Admissions and Records office will verify with each teacher to see if the students have corrected their required attendance. If not, an Intent of Termination letter will be sent to these students, signed by the Administrative Director by email and regular mail, and a copy will be placed in their files. This letter will be sent at the beginning of the following session, on the days scheduled for this action. Every month a school representative discusses Intent of Termination Letters with the students who are getting one, and this is recorded on the Termination Process Signup sheet. The Intent of Termination Letter will notify the students that they have not improved their attendance during the Attendance Probation period, and they have been given one last chance to fix this in the current session. By the end of that session, they have to improve to 80% attendance in order to avoid termination. Students are not allowed to get more than <b>2 Intent of Termination letters</b> per year during the time they are enrolled at the school. If they exceed this limit, they will be automatically terminated.
<b>TERMINATION NOTICE</b>	At the end of the session when students get the Intent of Termination letter, Admissions and Records office will verify with each teacher to see if students have corrected the required attendance. If not, the students will be informed through a Termination letter signed by the Dean of Education by email and certified mail, and a copy will be placed in his/her file. The Termination notice will notify the students that they are on the school termination list and will not be able to register as a student in this school anymore. If a student wants to transfer to another school, he/she can do that only as a terminated student where the next school will need to apply for Reinstatement of his/her student status.

## Maintaining Your Student Status

While studying in the United States, it is important to maintain your F student visa status. Your status relates to the purpose, or reason for why you want to come to the United States. The U.S. Department of State issues you your visa based on your intended purpose.

If the Department of State issues you an F student visa, this means that you are coming to the United States to study. You should not take any action that detracts from that purpose.

Maintaining your status means:

- Fulfilling the purpose for why the Department of State issued you your visa.
- Following the regulations associated with that purpose.





<b>Arrival</b>	<p>When arriving to the United States, both F and M students must:</p> <ul style="list-style-type: none"><li>• Enter the United States no more than 30 days before your program of study begins.</li><li>• Immediately contact your designated school official (DSO) when you enter the United States.</li><li>• When you arrive at school, you need to contact your DSO again, no later than the program start date listed on your Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."</li></ul>
<b>F-1 Student Visa GENERAL RULES</b>	<p>As an international student and to keep your F-1 visa status you are required to <b>attend minimum 18 hours a week (16hrs Lecture + 2hr Lab)</b>. All students must attend at least 80% of their classes and keep a Grade Point Average of minimum 2.0. If students do not correct their grades and attendance to the minimum required levels, they will be dropped from the school and they may lose their international student status as a result of this.</p> <ul style="list-style-type: none"><li>• See the International Students Advisor for approval if you have to miss several classes due to illness or an emergency, or if you plan to withdraw from the ESL program.</li><li>• Always keep proof of your immigration status with you, including if you are traveling within the United States.</li><li>• Inform the Dean of Education before registering concurrently at another institution. You must remain enrolled in these courses throughout the semester and receive a grade of "D" or higher in each class. The courses <b>MUST</b> be completed by the end date of the program that you are enrolled in at CalCC.</li><li>• Apply for a program extension before the expiration date on your I-20, if you need to continue studying in the ESL program.</li><li>• Before the end of your last quarter in attendance, inform the International Students Advisor of any intent to transfer to another institution.</li><li>• Read and comply with the instructions stated on page 2 of the Form I-20.</li></ul>
<b>EDUCATION</b>	<p>While studying in the United States, F students must:</p> <ul style="list-style-type: none"><li>• Attend and pass all your classes. If school is too difficult, speak with your DSO immediately.</li><li>• If you believe that you will be unable to complete your program by the end date listed on your Form I-20, talk with your DSO about requesting a possible program extension.</li><li>• You must take a full course of study each term; if you cannot study full-time, contact your DSO immediately.</li><li>• Do not drop a class without first speaking with your DSO.</li></ul>
<b>F-2 and Other Dependent Visa Categories</b>	<ul style="list-style-type: none"><li>• Your status depends on the primary (F-1) visa holder. If the F-1 student is not in status or has left the U.S., you lose your legal immigration status.</li><li>• F-2's are not allowed to work on or off campus.</li><li>• F-2 dependents can enroll part-time in a program of study but cannot take courses toward a degree. Full-time enrollment is a violation of F-2 status.</li><li>• Contact an International Students Advisor if you want to be a full-time student and would like to change your status to F-1.</li></ul>



<b>Annual Vacation</b>	F-1 students must complete at least one full academic year at an SEVP-certified school to be eligible for annual vacation. Additionally, students must intend to register for classes in the academic term following their annual vacation.
<b>TRAVEL REMINDERS</b>	<p><b>Documents required by the U.S. Customs and Border Protection officers at the first Port of Entry when you re-enter the United States:</b></p> <p>It is important that student's hand-carry (instead of packing in checked luggage) the following documents:</p> <ul style="list-style-type: none"><li>• Valid passport with valid F or M visa (if applicable)</li><li>• Signed Form I-20, "Certificate of Eligibility for Nonimmigrant Status"</li><li>• Proof of financial support</li><li>• Your contact information, including a 24-hour emergency phone number, if necessary</li></ul> <p>They also should consider bringing the following:</p> <ul style="list-style-type: none"><li>• Evidence of acceptance to his or her school, like a recent tuition payment receipt or acceptance letter</li><li>• Proof of paying the I-901 Student and Exchange Visitor Information System (SEVIS) fee</li><li>• Each dependent must have his or her own I-20, even if traveling with the primary visa holder</li><li>• Valid visa for third country, if required</li></ul>
<b>Change of Status to F-1</b>	<p>Nonimmigrant in the United States (with J, H, B1/B2, R visas) may apply for a change of status to student (F1) for the following reasons:</p> <ul style="list-style-type: none"><li>• They might be interested in studying English before they leave the United States.</li><li>• Studying English will give them extra advantage to get better jobs in their countries.</li><li>• They may also continue studying for higher degrees in the United States after they learn English.</li></ul> <p>CalCC will assist the prospective student in filing the proper forms and paying the right fees.</p> <p>Currently the USCIS is taking 3 months to complete a Change of Status request.</p>
<b>Extending your I-20</b>	<p>Your CalCC I-20 Form indicates that the normal length of study at CalCC is 3 to 18 months. If your I-20 is going to expire soon, and if you need more time to finish your program because of academic or medical reasons you may apply to CalCC for a Program Extension within the last 30 days before the expiration date.</p> <p>Please ask for the I-20 extension request form from the International Students Advisor. You will also need to submit a current bank statement with your request. If you are granted a program extension, you will be issued a new I-20 Form, reflecting the additional time you need to complete your course of study.</p> <p>When you complete your studies in the U.S. and return to your home country, you should keep your I-20s and ID's from all the schools you have attended, in your permanent record. You may need to use them as supporting documents for a future change of status.</p>
<b>Work</b>	No off-campus employment is allowed for F-1 students on an I-20 issued for the ESL program. You can work on campus for up to 20 hours per week during the term of your study.
<b>Change of Address</b>	If you move, you must update your present local address. You need to notify CalCC within 10 days of any change of local address. Also, fill out the Immigration form AR-11 <a href="https://egov.uscis.gov/coa/displayCOAForm.do">https://egov.uscis.gov/coa/displayCOAForm.do</a>



<b>Upon Program Completion</b>	<p>F students must take action to maintain legal status or depart the United States after completing your program of study.</p> <p>Once you complete your program of study, F students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States and or transfer to another SEVP Certified School. If you wish to extend your stay in the United States, talk with your DSO to learn more about doing one of the following:</p> <ul style="list-style-type: none"><li>• <u>Transfer to another school.</u></li><li>• Change your education level (e.g. bachelor's to master's).</li><li>• <u>Apply to change status</u> to another visa status (e.g. H-1B-temporary worker; O-extraordinary ability in science, art or business; P-athlete).</li></ul>
<b>Talk to the DSO</b>	<p>If you are an F student studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.</p> <p>F-1 students should speak with their DSO if you are planning to do any of the following:</p> <ul style="list-style-type: none"><li>• Change your program.</li><li>• Change your education level.</li><li>• Transfer to a new school or take a leave of absence or medical leave.</li><li>• Travel outside the United States.</li><li>• Move to a new address.</li><li>• Request a program extension.</li></ul> <p>F students may contact SEVP by email at <a href="mailto:sevp@ice.dhs.gov">sevp@ice.dhs.gov</a> if your DSO is unable to assist you or if you would prefer to ask someone else.</p>

## Textbooks

All students are expected to have their own copy of all required textbooks for each class. You will be provided with a list of required textbooks at the beginning of the session. Generally, full-time ESL students should plan to spend around \$180 per quarter for brand new textbooks.

Due to copyright laws, it is illegal to photocopy any or all portions of a textbook. Students are not allowed to use copies of books. Sharing textbooks is not allowed. In some cases, you will have the opportunity to buy your books online at your choice of Internet booksellers. The CalCC Administrative staff will provide the specific title and ISBN number, so you are sure to purchase the correct textbook. It is the student's responsibility to use this information to order the correct titles and ensure the books arrive on time (this may require paying for faster shipping/delivery).



# Cancelation & Refund

<b>Withdrawal or Termination After Start</b>	<b>COMPLETED 60% or LESS</b>	<b>COMPLETED MORE than 60%</b>
	School keeps a prorated amount of tuition.	School keeps all tuition for the term.
<b>Cancellation Before Start</b>	<b>CANCELLED BEFORE THE FIRST LESSON</b>	
	Full tuition refund – Nonrefundable school fees up to \$250.	

The student has the right to cancel and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The institution shall advise each student to give a notice of cancellation **in writing** as soon as he/she decides to withdraw from the program at CalCC.

If students cancel their enrollment or give notice of withdrawal to CalCC or CalCC terminates the student, the refund must be calculated using the last date of attendance (LDA) and must be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written notice of withdrawal to the institution or the date the institution terminates the student.

If a student fails to inform the school of his/her decision to drop out of the program and he/she is absent for **30 consecutive days** of class, CalCC has the right to withdraw him/her and automatically terminate the student. In these cases, this definitive time frame would determine clearly the student's Date of Determination (DOD).

<b>Cancellation Before Start of Class</b>	<ul style="list-style-type: none"> <li>● <b>Rejection of Applicant’s international visa:</b> If a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>.</li> <li>● <b>Program Cancellation:</b> If CalCC cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid by the student.</li> <li>● <b>Cancellation Prior to the Start of Class or No Show for International Applicants:</b> If an applicant accepted by CalCC enters the United States</li> </ul>
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	<p>with an I-20 obtained through the institution and subsequently cancels prior to the start of scheduled classes or never attends class (no show), a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges that the institution collected, if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>.</p>
<p><b>Withdrawal or Termination After Start of Class</b></p>	<ul style="list-style-type: none"> <li>● <b>For students who completed 60 percent or less of a payment term*</b>: CalCC may retain a prorated amount of tuition. Prorated refunds will be calculated daily for the days student attended or was scheduled to attend, prior to his/her withdrawal.</li> <li>● <b>For students who completed more than 60 percent of a payment term</b>: CalCC retains all of the charges for that term.</li> </ul> <p>* Students can pay their tuition for a month or for 3 months, with a discount.</p>
<p><b>Charges Other Than Tuition</b></p>	<p>CalCC collects the following fees other than tuition: Application Fee (\$200), airport pick-up fee (\$35/\$50) and, housing search fee (\$50). These are non-refundable charges. SEVIS fee (\$350) is also non-refundable because it is paid directly to ICE.</p>
<p><b>Instructional Materials</b></p>	<p>If the school has given any books or learning materials to the student, he/she shall return them to the school within 10 days following the date of his/her notice of withdrawal. If a student fails to return the books or learning materials in good condition within the 10-day period, the school may deduct the documented cost from any refund that may be due to the student.</p>

This policy was amended on July 1, 2017 in order to be in compliance with BPPE’s regulations, section 71750 as well as with the requirements of ACCET’s Cancellation and Refund policy.

## ACADEMIC ADVICE SERVICE

CalCC has articulation agreements with Community Colleges, Universities and University Extension programs. Some of them accept our students who have completed Level 6 of the Academic ESL program or reach the score of 65 on the CalCC Exit Test (Pearson/Versant). The others are our affiliates; they require some other proficiency criteria, but they prioritize our students.



<p><b>Four-year institutions offering Bachelor's and Master's degrees</b></p>	<ul style="list-style-type: none"> <li>➤ Southern Utah University, Utah</li> <li>➤ DeVry University, campuses nationwide</li> <li>➤ California State University East Bay</li> <li>➤ Academy of Art University, San Francisco</li> <li>➤ Arizona University, Distance Education</li> </ul>
<p><b>Two-year institutions offering Associate degrees</b></p>	<ul style="list-style-type: none"> <li>➤ San Jose City College, San Jose, California</li> <li>➤ Mission College, Santa Clara, California</li> <li>➤ De Anza College, Cupertino, California</li> <li>➤ Foothill College, Los Altos Hills, California</li> </ul>
<p><b>Professional Certificate Programs</b></p>	<ul style="list-style-type: none"> <li>➤ University of California – Silicon Valley Extension, Santa Clara, California</li> </ul>

**3 steps for SUCCESS**  
*in Silicon Valley*

**1** DID YOU FINISH YOUR HIGH SCHOOL?

**2** DID YOU FINISH YOUR UNIVERSITY DEGREE?

**3** OPTIONAL PRACTICAL TRAINING FOR F-1 STUDENTS

**CalCC**  
English Language Program  
**ACADEMIC PROFESSIONAL CONVERSATION**  
1 to 2 years of classes





**SJCC**  
**TECHNOLOGY ART BUSINESS EDUCATION**  
1 to 2 years of classes

**THE UNIVERSITY OF CALIFORNIA**  
**TECHNOLOGY BIOSCIENCES BUSINESS DESIGN EDUCATION**  
9 to 12 months of classes

**OPT**  
**WORK EXPERIENCE IN THE FIELD**  
1 to 3 years of internship

Feel free to schedule a meeting with the advisor to learn more about our pathways programs and conditional acceptance in our partners schools.

# Extracurricular Activities

<b>Conversation Club</b>	<p>CalCC invites local business people or government officials once a month to have a conversation hour with the international students. After the short presentation, students are allowed to ask questions to these guests.</p>
<b>Potluck Parties</b>	<p>CalCC holds a Potluck Party once per session where students bring a dish from their home country to share with classmates and teachers. These parties also follow certain themes depending on the month.</p>
<b>CalCC Social Media</b>	<p>Many students are on social media, and it is a good way to connect with your classmates and meet new friends. Join CalCC's online communities by adding us as a friend, following or liking us.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p><b>@CalCCPage</b></p> </div> <div style="text-align: center;">  <p><b>www.pinterest.com/calcc_esl/</b></p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  <p><b>@calcc.esl</b></p> </div> <div style="text-align: center;">  <p><b>calcc</b></p> </div> </div>
<b>Internet Access</b>	<p>For all students, it is available through Wi Fi Internet:  <b>Login</b>                    <b>CalCC_StudentG2</b>  <b>Password</b>                <b>iNternational!</b></p>
<b>Educational / Touristic Field Trips</b>	<p>Occasionally CalCC's faculty or staff organizes field trips to local museums, festivals, plays, libraries and government buildings.</p>
<b>Camping</b>	<p>Traditionally every year students go to Yosemite, Sunset Beach and Lake Tahoe for camping and stay 1-3 days.</p>
<b>Holidays Celebration</b>	<p>Special parties with lunch or dinner and lots of fun are organized on Chinese New Year, Valentine's Day, St. Patrick's Day, Halloween, Thanksgiving, and Christmas.</p>



# REFER A FRIEND!

**EARN \$100  
FOR EVERY  
FRIEND  
YOU REFER!**

**\$100**

**\$100**

**Make sure your friend tells us  
your name at the time of registration.**



**CALIFORNIA COLLEGE OF COMMUNICATIONS**

**Contact us: 1265 El Camino Real #260 Santa Clara, CA 95050 | (408) 374-5066 | [www.calcc.edu](http://www.calcc.edu) | [info@calcc.edu](mailto:info@calcc.edu)**

Santa Clara County guidance no longer requires you to wear masks indoors.

However, **we encourage you to wear a mask in our facilities to protect yourself and others.**

Also, in the cafeteria, showroom, or in the classrooms, right after you eat or drink, please put your mask on again.

**Masks Strongly Recommended**

