



STAFFORD HOUSE
INTERNATIONAL



FUTURÉ

MISSION STATEMENT

Stafford House International is a group of English language schools that offer courses for general, academic and professional purposes. Our mission is to educate, inspire, and help our students enjoy our cities, empowering them with confidence, to realize their personal potential.

BPPE SCHOOL DISCLOSURES

Stafford House International is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Any questions a student may have regarding this catalogue that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888)370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website (www.bppe.ca.gov). As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Stafford House International programs are not designed to lead to positions in a particular profession, occupation, vocation, trade or career field requiring licensure or prepare students to pass any license examinations. Therefore, Stafford House International does not have any statistics relating to completion rates, placement rates, license examination passage rates, and salaries or wages. Stafford House International does not offer placement services. Stafford House International does not offer distance education. Stafford House International does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

FINANCIAL AID AND STUDENT LOANS

Stafford House International does not participate in federal or state financial aid programs. Stafford House International students do not qualify for financial aid from the U.S. federal government. If a student obtains a loan to pay for their Stafford House International educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

POLICY REGARDING THE ACCEPTANCE AND GRANTING OF CREDITS

Stafford House International has not entered into an articulation or credit transfer agreement with any other college or university and does not accept credits from other academic institutions nor does Stafford House International transfer credit units to other academic institutions. Stafford House International does not grant credit for prior experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Stafford House International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Stafford House International Certificate of Completion you earn in English is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Stafford House International to determine if your certificate will transfer.

STUDENT TUITION RECOVERY FUND

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

This catalog is effective from January 1, 2016 through December 31, 2016.

For more information, please visit www.staffordhouse.com

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

FACULTY AND QUALIFICATIONS

All Stafford House International instructors have earned, at a minimum, their Bachelor's Degree, MATESOL or CELTA/TEFL/TESL qualification and have significant professional ESL classroom teaching experience. For a complete list of our faculty, please visit <http://www.staffordhouse.com/accreditations-affiliations.htm>.

VISA SERVICES

All students who wish to study on Intensive or Super schedule must secure an F-1 Student Visa at their local U.S. Consulate before traveling to the U.S. Stafford House International is authorized to issue a Certificate of Eligibility (Form I-20) to qualifying students for full-time study. Students use the I-20 form to apply for an F-1 Student visa. Stafford House International does not charge fees for providing the I-20 form. Participants are responsible for paying any third party fees associated with obtaining a visa. Stafford House International has no responsibility for any participant's entry, exit, or status while traveling to, from, or within the US, and that all travel documents are the responsibility of the participant.

ADMISSION REQUIREMENTS

Stafford House International accepts students 16 years and older. All students must submit a completed Stafford House International Application. Minors under 18 years old must also submit a signed Minor Agreement Form. At Orientation, all students must sign an Enrollment Agreement specifying the final confirmed enrollment details, pricing, and agreement to Stafford House International Terms and Conditions. The following programs and activities have English Language and special admissions requirements. If you do not meet these requirements before your scheduled program start date, you will not be able to begin the program.

Programs:

- Business English: Stafford House International level 4
- TOEFL: Stafford House International level 5
- Cambridge FCE: Stafford House International level 5
- Cambridge CAE: Stafford House International level 5
- Professional Certificates: Stafford House International level 5, 18+ years of age

Activity:

- Career Preparation Activity: Stafford House International Level 5, 18+ years of age, F-1 student

CANCELLATION POLICY

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Stafford House International will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. Notice of cancellation or withdrawal must be made in writing using the Stafford House International Cancellation Request Form. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

This catalog is effective from January 1, 2016 through December 31, 2016.

For more information, please visit www.staffordhouse.com

DISMISSAL POLICY

Stafford House International reserves the right to dismiss any student for any reason at the discretion of the Center Director, whose decision is final. Stafford House International will immediately terminate or shorten the I-20 for any student who: 1) is dismissed from the program, or 2) does not report to the school within a week of program start date, or 3) withdraws during a period of attendance without pre-authorization from Stafford House International, 4) does not return from a scheduled leave of absence or vacation, or 5) violates the Student Code of Conduct. Stafford House International reserves the right to immediately dismiss a student from the Career Preparation Activity based on poor class attendance and performance, and will not refund any fees due for the full duration of the Career Preparation Activity. Students who are dismissed from their Career Preparation Activity by the host company or by Stafford House International will not receive a refund. Students will not receive a Stafford House International Certificate if they are dismissed.

ATTENDANCE POLICY

Stafford House International requires a minimum of 80% attendance to be in good status. Attendance below 80% may result in termination from Stafford House International, and termination of your visa status, if relevant. If students come to class late or leave early, they will be considered "Absent". Students will be given 2 warnings before being dismissed from the school for attendance reasons. Failure to maintain status as a full-time student on an F-1 Visa will result in notification to the U.S. Citizenship and Immigration Services (USCIS). You must have 80% attendance or higher to:

- Maintain your I-20 and F-1 Student Visa Status
- Transfer to another school in Active status
- Request a vacation
- Take a mid-term level up test
- Receive a graduation certificate

LEAVE OF ABSENCE

Students may request time-off from school for family or medical emergencies. To request a Leave of Absence, students must complete a Leave of Absence form and have it approved by the Administrative Coordinator. There are no tuition charges for those taking a Leave of Absence. In general, only one Leave of Absence will be approved by Stafford House International in one year, for a maximum of eight weeks.

STUDENT GRIEVANCE PROCEDURE

If you are unable to resolve a personal or academic concern by discussing it with your teacher, you should follow the formal grievance procedure as follows:

1. Talk to the Center Director. The Center Director will try to help you resolve any problems.
2. If you still feel that your grievance has not satisfactorily been resolved, submit it in writing to the Managing Director at Stafford House International Headquarters at 417 Montgomery Street, 3rd Floor, San Francisco, CA 94104. The Managing Director will respond in writing within three working days. However, if he/she is absent on extended travel of three days or more, the time allowed for a response will be extended. The Managing Director's decision is final. However, if you are not satisfied with our final decision you may choose to contact ACCET, the school accrediting board at www.accet.org. If you have any questions regarding how to do this, please speak to the Center Director.

FACILITIES

Stafford House International San Francisco has 20 classrooms, each with an interactive whiteboard, 2 private self-study rooms, a multi-purpose Global Learning Center and a computer lab with 16 computers. Stafford House International San Diego has 16 classrooms, each with an interactive television, a multi-purpose Global Learning Center, game room and roof patio, and 15 computers in the computer lab. All Stafford House International centers have a student kitchen with refrigerators and microwaves as well as a student lounge. Stafford House International does not have a formal library or learning resource center.

STUDENT SERVICES

Our Student Services include:

- Admissions and Visa support
- Airport transfers
- Graduation ceremony & certificates
- First day orientation
- Student activities every day
- Academic & career counseling
- Insurance

This catalog is effective from January 1, 2016 through December 31, 2016.

For more information, please visit www.staffordhouse.com

ACCOMODATIONS INFORMATION

Stafford House International does not own or operate any Residence Club facilities. Stafford House International does provide placement service with homestay and independent Residence Clubs. Homestay and Residence Club accommodations are located 10-60 minutes away by public transportation from the center and range roughly from \$21 per night to \$150 per night.

STUDENT RECORDS

Copies of completed student files are kept for five years online and/or onsite. Students can ask to get a copy of their documents by contacting a member of the Center administrative team or send an email to usadmissions@staffordhouse.com.

STAFFORD HOUSE INTERNATIONAL PROGRAMS AND SCHEDULES

Stafford House International offers these core programs:

- General English
- Business English
- Professional Certificate
- TOEFL Test Preparation
- Cambridge Test Preparation

All students must always be enrolled in a core class. For students who want a more intense program, Stafford House International also offers electives and additional private lessons as a compliment to a core program:

- Electives
- Private Lessons

Students choose one of three schedules: a Standard schedule; an Intensive schedule; or a Super schedule. Students studying in the Intensive and Super schedule will select elective classes to study in addition to their core program. The core program may be scheduled in either a morning “bank” or an afternoon “bank,” and electives are then added as needed.

Schedule	Lessons/Week	Classes Included
Standard	20 Lessons/week	<ul style="list-style-type: none">• One Core Program (Monday-Thursday)
Intensive	25 Lessons/week	<ul style="list-style-type: none">• One Core Program (Monday-Thursday)• One Elective Class (Monday-Thursday afternoon OR Friday)
Super	30 Lessons/week	<ul style="list-style-type: none">• One Core Program (Monday-Thursday)• Two Elective Classes (Monday-Thursday afternoon AND Friday)

General English

The overall educational objective of the General English program is to improve English communication abilities using the Common European Framework as the system for evaluating students' proficiency levels. The curriculum is divided into ten sequential proficiency levels, from Level 1 to Level 7. Level 1 is our foundation level and is a true beginner. Each proficiency level consists of twelve weeks of material. The General English program is available to students with an Stafford House International English level 1-7. In order for a student to advance to the next level, students must score at least 80% or higher on the Stafford House International Level Exam.

Business English

The Business English program has the overall educational objective of introducing students to International Business English language. Students will be equipped with the linguistic tools and the level of confidence necessary to communicate in English in an international or cross-cultural professional environment. The course is divided into three proficiency levels. Each proficiency level is divided into 8 business topics. The 24 business topics covered in this program across the three proficiency levels allow students to continue strengthening their general English skills within a professional context. The Business English program is available to students with an Stafford House International English level 4-7. In order for a student to advance to the next level, students must score at least 80% or higher on the Stafford House International Level Exam.

Professional Certificate

The overall educational objective of this course is for students, through an introduction to North American business practices, to apply their English, develop skills and language relevant to their career path, and build a professional portfolio of accomplishments. Students will learn business concepts and apply their English skills to team projects, business case studies, and presentations. The Professional Certificate is available to students with an Stafford House International English level 5-7.

TOEFL Test Preparation

The overall education objective for students enrolling in the TOEFL Test Preparation program is to improve their score on the TOEFL tests. Most students in this program are trying to reach a particular score so that they may be accepted into the college or university of their choice. The TOEFL Test Preparation Program is available to students with an Stafford House International English level 5-7.

Cambridge Test Preparation

The overall educational objective of the Cambridge Test Preparation program is to help students gain the required skills to achieve a passing mark in the Cambridge Exam. This program also prepares students to work comfortably in social, work, and academic settings and increase students' knowledge of British and American culture as well as relevant global topics. The Cambridge test Preparation Program is available to students with an Stafford House International English level 5-7.

Modules

The overall educational objective of the modules is to give students an opportunity to personalize their English language learning by focusing on certain skill areas in which they need further practice. Our students can stay in the same module class for up to 24 weeks, although we encourage students to change or move up levels after 12 weeks in the same module. Modules are available to students with an Stafford House International English level 1-7.

One-to-One Lessons

The objective of the One-to-One Lesson is to allow students an easy way to schedule private lessons with an Stafford House International teacher of their choice, so that they can completely customize their learning plan and meet their individual learning goals. One-to-One lessons are available to students with an English level 1-7.

COMPLETION POLICY

Students who successfully complete the full term of their enrollment with an adequate attendance record and have paid all tuition and fees are considered to have completed their program and will receive a Stafford House International Certificate of Completion.

2016 TUITION AND FEES

SAN DIEGO

Tuition Fees

All prices and lessons shown are per week. Start Dates: Every Monday*. Minimum age is 16, unless otherwise stated.

	Duration	Standard (20 lessons)	Intensive (25 lessons)	Super Intensive (30 lessons)
General English Minimum Level: Beginners	1-4 weeks	\$350	\$400	\$450
Business English Age: 18+ Minimum Level: Intermediate	5-11 weeks	\$340	\$390	\$440
TOEFL Minimum Level: Upper Intermediate	12-23 weeks	\$320	\$365	\$410
Cambridge Exam Courses (FCE & CAE) Minimum Level: Upper Intermediate	24-35 weeks	\$300	\$340	\$380
One to One Tailor Made, 45 minute lessons	36+ weeks	\$280	\$320	\$360
	Minimum 5 lessons		\$350	
	Additional lesson fee		\$70 per lesson	

Professional Certificates (18+)

Minimum Level: Upper Intermediate

	Duration	Standard (20 lessons)	Intensive (25 lessons)	Super Intensive (30 lessons)
Marketing & Advertising (Start dates: Feb 29, May 31, Aug 29, Nov 28)	5 weeks	\$1995	\$2250	\$2495
Business Management (Start dates: Feb 1, May 2, Aug 1, Oct 31)	4 weeks	\$1595	\$1795	\$2195
Project Management (Start dates: Jan 4, Apr 4, Jul 5, Oct 3)	4 weeks	\$1595	\$1795	\$2195
Professional Certificates x 3	13 weeks	\$4500	\$4995	\$5995

Cambridge Exam Courses

Course	Duration	Recommended Course Dates	Exam Dates
FCE	10 weeks	Jan 4-Mar 11	Mar 11
	11 weeks	Mar 21-Jun 3	Jun 4
	11 weeks	Jun 6-Aug 19	Aug 18
	11 weeks	Sept 12-Nov 25	Nov 29
CAE	10 weeks	Jan 4-Mar 11	Mar 12
	11 weeks	Mar 21-Jun 3	Jun 8
	11 weeks	Jun 6-Aug 19	Aug 19
	11 weeks	Sept 12-Nov 25	Nov 30

Accommodation Fees

All accommodation is Sunday Arrival, Saturday Departure. Additional accommodation options available upon request.

Type	Description	Age	Meals	Price per week
Homestay	Single room	16+	Half Board	\$300
	Shared room	16+	Half Board	\$250
Summer Supplement	July 3rd to August 27th	16+		\$30
Residence (All Self Catered)	Description	Age	1-4 weeks (Price per week)	5+ weeks (Price per week)
Vantaggio State	Shared Room / Private Bath	18+	\$215	\$175
	Private Room / Private Bath	18+	\$330	\$280
Vantaggio Gaslamp	Shared Room / Private Bath	18+	\$225	\$210
Summer Supplement	July 3rd to August 27th		\$30	\$30

Other Charges

Registration Fee	\$150
Accommodation Booking Fee	\$100
Courier	\$60
Bank Charges	\$25
Credit Card Fees	2%
Book Deposit (Collected on Arrival)	\$50
Insurance	\$25/week
Career Preparation Activity** Age: 18+ Start dates: Jan 4, Feb 29, May 2, Jul 5, Aug 29, Oct 31 Minimum Level: Upper Intermediate	\$100/week
Airport Transfer	\$130 (one way)

Unlimited Package(18+)

Minimum Level: Beginners

Includes registration fee.

	Duration	Price	Additional week price
- Any schedule, any program. - Any city.	24 weeks	\$8,950	\$370
- Free upgrade to Professional Certificates and Career Preparation Activity.	36 weeks	\$12,350	\$340
	48 weeks	\$15,850	\$330

2016 TUITION AND FEES

SAN FRANCISCO

Tuition Fees

All prices and lessons shown are per week. Start Dates: Every Monday*. Minimum age is 16, unless otherwise stated.

	Duration	Standard (20 lessons)	Intensive (25 lessons)	Super Intensive (30 lessons)
General English Minimum Level: Beginners	1-4 weeks	\$340	\$370	\$400
Business English Age: 18+ Minimum Level: Intermediate	5-11 weeks	\$320	\$350	\$380
TOEFL Minimum Level: Upper Intermediate	12-23 weeks	\$300	\$330	\$360
Cambridge Exam Courses (FCE&CAE) Minimum Level: Upper Intermediate	24-35 weeks	\$280	\$310	\$340
One to One Tailor Made, 45 minute lessons	36+ weeks	\$270	\$300	\$330
	Minimum 5 lessons			\$350
	Additional lesson fee		\$70 per lesson	

Professional Certificates (18+)

Minimum Level: Upper Intermediate

	Duration	Standard (20 lessons)	Intensive (25 lessons)	Super Intensive (30 lessons)
Marketing & Advertising (Start dates: Feb 29, May 31, Aug 29, Nov 28)	5 weeks	\$1995	\$2250	\$2495
Business Management (Start dates: Feb 1, May 2, Aug 1, Oct 31)	4 weeks	\$1595	\$1795	\$2195
Project Management (Start dates: Jan 4, Apr 4, Jul 5, Oct 3)	4 weeks	\$1595	\$1795	\$2195
Professional Certificates x 3	13 weeks	\$4500	\$4995	\$5995

Cambridge Exam Courses

Course	Duration	Recommended Course Dates	Exam Dates
FCE	10 weeks	Jan 4-Mar 11	Mar 11
	11 weeks	Mar 21-Jun 3	Jun 7
	11 weeks	Jun 6-Aug 19	Aug 18
CAE	11 weeks	Sept 12-Nov 25	Nov 29
	10 weeks	Jan 4-Mar 11	Mar 12
	11 weeks	Mar 21-Jun 3	Jun 8
	11 weeks	Jun 6-Aug 19	Aug 19
	11 weeks	Sept 12-Nov 25	Nov 30

Accommodation Fees

All accommodation is Sunday Arrival, Saturday Departure. Additional accommodation options available upon request.

Type	Description	Age	Meals	Price per week
Homestay	Single room	16+	Half Board	\$300
	Shared room	16+	Half Board	\$250
Summer Supplement	July 3rd to August 27th	16+		\$30
Residence (All Self Catered)	Description	Age	1-4 weeks (Price per week)	5+ weeks (Price per week)
Tax and cleaning fees included. A security deposit may be required by the residence upon arrival.				
Vantaggio Garland	Shared room/Private bath	18+	\$295	\$250
	Private room/Private bath	18+	\$550	\$480
Bunkhouse (formerly Spaulding)	Shared Room/ Private Bath	18+	\$365	\$335
Summer Supplement	July 3rd to August 27th		\$30	\$30

Other Charges

Registration Fee	\$150
Accommodation Booking Fee	\$100
Courier	\$60
Bank Charges	\$25
Credit Card Fees	2%
Book Deposit (Collected on Arrival)	\$50
Insurance	\$25/week
Career Preparation Activity** Age: 18+ Start dates: Jan 4, Feb 29, May 2, Jul 5, Aug 29, Oct 31 Minimum Level: Upper Intermediate	\$100/week
Airport Transfer	\$130 (one way)

Unlimited Package(18+)

Minimum Level: Beginners
Includes registration fee.

	Duration	Price	Additional week price
- Any schedule, any program.	24 weeks	\$8,950	\$370
- Any city.			
- Free upgrade to Professional Certificates and Career Preparation Activity.	36 weeks	\$12,350	\$340
	48 weeks	\$15,850	\$330

Stafford House International is a school dedicated to ESL classes. All classes are taught in English only and all program charges outlined above are for ESL classes. Stafford House International does not provide official translators, but makes best efforts to support students who have a low English level.

The following locations are where Stafford House International English classes are held.

Stafford House Boston
(Formerly known as Boston Academy of English)
38 Chauncy St. 8th FL
Boston, MA 02111
PH: 617 338-6243
Fax: 617 695 9349

Stafford House Chicago
(Formerly known as Intrax)
332 S Michigan Ave 5th FL
Chicago, IL. 60604
PH: 312 236 3208
Fax: 312 236 3246

Stafford House San Diego
(Formerly known as Intrax)
1111 6th Avenue, 6th FL
San Diego, CA. 92101
PH: 619 702 6300
Fax: 619 839 3635

Stafford House San Francisco
(Formerly known as Intrax)
417 Montgomery St. 3rd FL
San Francisco, CA. 94104
PH: 415 835 9766
Fax: 415 873 1380

USA ACCREDITATION:

Stafford House International's U.S. centers have been accredited by [ACCET](#), the Accrediting Council for Continuing Education and Training, since 1996. ACCET is officially recognized by the U.S. Department of Education as a "reliable authority" as to the quality of education and training provided by the over 200 institutions which they accredit. In maintaining accreditation, Stafford House International is focused on high educational quality and continuous assessment and improvement of our programs and services.

This catalog is effective from January 1, 2016 through December 31, 2016.

For more information, please visit www.staffordhouse.com