

2019



STAFFORD HOUSE  
INTERNATIONAL

CANADIAN CULTURE

ENGLISH EXPERIENCE

# EXPLORE YOUR ENGLISH



PROFESSIONAL SKILLS • UNIVERSITY PREPARATION • GENERAL ENGLISH

BUSINESS ENGLISH

AMERICAN ADVENTURE



CALGARY



BRIGHTON



CANTERBURY



SAN FRANCISCO



CAMBRIDGE



BOSTON



LONDON



NEW YORK



CHICAGO



BANGKOK



## CHICAGO

### 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.

### 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.

### 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 Standard or Intensive 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

This catalog is effective from January 1, 2019 through December 31, 2019.

For more information, please visit [www.staffordhouse.com](http://www.staffordhouse.com)

## CANCELLATION POLICY

Student has the right to cancel the enrollment agreement and obtain some refund of charges. 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.

## 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.

## 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 Director of Operations, North America at Stafford House International Headquarters at 417 Montgomery Street, 3<sup>rd</sup> Floor, San Francisco, CA 94104. The Direction of Operations, North America 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 Director of Operations, North America'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](http://www.accet.org). If you have any questions regarding how to do this, please speak to the Center Director. A student enrolled in Stafford House Chicago or any member of the public may file a complaint about this institution with the Illinois Board of Higher Education by calling (217) 557-7359 or visiting the Board at 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701. Students can find more information about Illinois Board of Higher Education by visiting <http://www.ibhe.org>

## FACILITIES

Stafford House International has 20 classrooms, each equipped with a computer and flat screen TV, 3 private self-study rooms, and a computer lab with 25 computers. 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.

This catalog is effective from January 1, 2019 through December 31, 2019.

For more information, please visit [www.staffordhouse.com](http://www.staffordhouse.com)

## 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

## 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 \$50 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 [chicago@staffordhouse.com](mailto:chicago@staffordhouse.com).

## STAFFORD HOUSE INTERNATIONAL PROGRAMS AND SCHEDULES

Stafford House International offers these core programs:

- General English
- Business English
- Professional Certificate
- TOEFL 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 modules and additional private lessons (One-to-One Lessons) as a compliment to a core program:

- Modules
- One-to-One Lessons (Private Lessons)

Students choose one of three schedules: an Essential schedule; a Standard schedule; or an Intensive schedule. Students studying in the Standard and Intensive schedule will select module 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 modules are then added as needed.

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

### 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 seven 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

This catalog is effective from January 1, 2019 through December 31, 2019.

For more information, please visit [www.staffordhouse.com](http://www.staffordhouse.com)

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.

## Academic Calendar

General English, TOEFL & Business English – 12 weeks per level – 5 terms per year

### Professional Certificate Start Dates

Chicago	
Jan 2 (Wed)	Business Management Career Preparation Module Start
Jan 28	Marketing
Feb 25	Project Management Career Preparation Module Start
Mar 25	Business Management
April 22	Marketing Career Preparation Module Start
May 20	Project Management
June 17	Business Management Career Preparation Module Start
July 15	Marketing
Aug 12	Project Management Career Preparation Module Start
Sept 9	Business Management
Oct 7	Marketing Career Preparation Module Start
Nov 4	Project Management
Dec 2	Business Management

### 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.

## TUITION AND FEES

### Tuition Fees

All prices and lessons shown are per week. Minimum age: 16 unless otherwise stated. Start dates every Monday\*.  
Classes may take place in the morning or afternoon.

\*Essential (or the 20 lesson option) is only available for students on B1/B2 visa or visa waiver for a maximum of 12 weeks.

	Duration	Essential (20 lessons)	Standard (25 lessons)	Intensive (30 lessons)
<b>General English</b> Minimum Level: Beginner	1–11 weeks	\$370	\$410	\$440
<b>Business English Age: 18+</b> Minimum Level: Intermediate	12–23 weeks	\$350	\$380	\$410
<b>TOEFL</b> Minimum Level: Upper Intermediate	24–35 weeks	\$310	\$340	\$370
	36+ weeks	\$295	\$330	\$360
	1–11 weeks	–	\$410	\$440
<b>University Preparation</b> Minimum Level: Intermediate	12–23 weeks	–	\$380	\$410
	24–35 weeks	–	\$340	\$370
	36+ weeks	–	\$330	\$360
<b>One to One</b> Tailor Made, 45 minute lessons	Lesson fee	\$90 per lesson		

### Professional Certificates (18+)

Minimum Level: Upper Intermediate

	Duration	Essential (20 lessons)	Standard (25 lessons)	Intensive (30 lessons)
<b>Marketing</b> (Starts: 28 Jan, 22 Apr, 15 Jul, 7 Oct)	4 weeks	\$1,900	\$2,100	\$2,250
<b>Business Management</b> (Starts: 2 Jan, 25 Mar, 17 Jun, 9 Sep, 2 Dec)	4 weeks	\$1,900	\$2,100	\$2,250
<b>Project Management</b> (Starts: 25 Feb, 20 May, 12 Aug, 4 Nov)	4 weeks	\$1,900	\$2,100	\$2,250

### Accommodation Fees

Type	Description	Age	Meals	Price per week	
Homestay	Private Room	16+	HB	\$320	
Type	Description	Age	Meals	1–4 weeks (Price per week)	5+ weeks (Price per week)
Automatic Lofts Apartments	Private Room, Shared Bathroom/Kitchen	18+	SC	\$275	\$250
Chicago Getaway Hostel***	Private Room, Shared Bathroom	18+	Breakfast/SC	\$335	\$300
Hostelling International***	Shared Room (Quad), Shared Bathroom	18+	Breakfast/SC	\$315	\$290

### Other Charges

Registration Fee	\$150
Accommodation Booking Fee	\$100
Courier	\$80
Bank Charges	\$25
Credit/Debit Card Fees	2%
Book Deposit (Collected on Arrival)	\$50
Insurance	\$25/week
University Placement Service	\$200 (1st Application)
Free for students studying 12 weeks and over	\$75 (Additional Applications)
<b>Airport Transfers (one way)</b>	
O'Hare International	\$140
Other	Upon Request

### Unlimited Package (18+)

Minimum Level: Beginner.  
Includes registration fee.

	Duration	Price	Additional weekly fee
- Any city, Any course, Any schedule	12 weeks	\$5,280	\$440
- Includes Professional Certificates, Career Preparation Activity and University Placement Service	24 weeks	\$9,840	\$410
- Career Preparation Activity (Age 18+)**	36 weeks	\$13,320	\$370
Start dates: 2 Jan, 25 Feb, 22 Apr, 17 Jun, 12 Aug, 7 Oct Minimum Level: Upper Intermediate	48 weeks	\$17,280	\$360

\*\* Minimum requirements apply

## Chicago

### All courses include:

Interactive Online Student Portal | Course materials (subject to deposit) | Free internet access | Organized Social Program (at least 3 free social activities a week)

### Key School Facts

Capacity 225  
Classrooms 14  
Student computers 15  
Students in class Average 10 (max 15)

Clock Hours = 60 minutes

In-class Clock Hours per week:

20 lessons = 15 hrs/wk

25 lessons = 19 hrs/wk

30 lessons = 23 hrs/wk

### School Amenities

-  Student lounge
-  IT lounge
-  Free Wi-Fi
-  Library
-  65" interactive screens

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**  
38 Chauncy St. 8<sup>th</sup> FL  
Boston, MA 02111  
PH: 617 338-6243  
Fax: 617 695 9349

**Stafford House Chicago**  
332 S Michigan Ave 5<sup>th</sup> FL  
Chicago, IL. 60604  
PH: 312 236 3208  
Fax: 312 236 3246

**Stafford House San Diego**  
1111 6<sup>th</sup> Avenue, 6<sup>th</sup> FL  
San Diego, CA. 92101  
PH: 619 702 6300  
Fax: 619 839 3635

**Stafford House San Francisco**  
417 Montgomery St. 3<sup>rd</sup> 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.

Stafford House Chicago is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education. A student enrolled in the Stafford House Chicago school or any member of the public may file a complaint about this institution with the Illinois Board of Higher Education by calling 217-557-7359, by visiting the Board at 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701 or [online](#). Students can find more information about the Illinois Board of Higher Education by visiting their [website](#).

This catalog is effective from January 1, 2019 through December 31, 2019.

For more information, please visit [www.staffordhouse.com](http://www.staffordhouse.com)

**July 1 through June 30 of the past fiscal year**  
**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

Institution Name: Stafford House Chicago

*The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.*

Program Name	General English	Business English	TOEFL	Professional Certificates	Modules
	C				
closure Reporting Category	SOC*				
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	544	84	42	22	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	0	0	0	0	0
b) Re-enrollments	0	0	0	0	0
c) Transfers into the program from other programs at the school	0	0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	544	84	42	22	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	514	84	42	22	0
c) Withdrew from the school	1	0	0	0	0
d) Are still enrolled	0	9	7	3	0
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	N/A	N/A	N/A	N/A	N/A
b) Placed in a related field	N/A	N/A	N/A	N/A	N/A
c) Placed out of the field	N/A	N/A	N/A	N/A	N/A
d) Not available for placement due to personal reasons	N/A	N/A	N/A	N/A	N/A
e) Not employed	N/A	N/A	N/A	N/A	N/A
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
	N/A	N/A	N/A	N/A	N/A
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	N/A	N/A	N/A	N/A	N/A
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	N/A	N/A	N/A	N/A	N/A
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written					
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	N/A	N/A	N/A	N/A	N/A

\*CIP --Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/data/cipcode/Default.aspx?j=55>

\*SOC --Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

\*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might

*} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.*

*} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.*