



# PORTLAND ENGLISH LANGUAGE ACADEMY

## Student Handbook

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# PELA Mission Statement

The Portland English Language Academy (PELA) provides high-quality English language instruction tailored to the diverse language needs of students from multiple cultural backgrounds. We provide opportunities for students to explore, discover, and learn English in all its uses, building the skills it takes to communicate effectively. We teach living English as it is actually used in a changing world.

**Our mission is to create great English communicators through 100% dedication to our students.**

## School Hours of Operation

Monday - Friday      8:30 a.m. to 4:00 p.m.  
Saturday & Sunday      Closed

## School Facilities

### PELA Student Lounge

The student lounge is available for students anytime PELA is open. Students are welcome to socialize with friends and to eat and drink here.

A refrigerator, sink, and microwave are available for students in the Student Lounge. Students may also enjoy a game of foosball or play board games. For students who want a quiet study area, please use the Study Lab.

### Study Lab

The study lab is open when PELA is open. The study lab is a quiet area. If students want to talk with each other, they should leave the study room and go to the student lounge.

### Computer Lab

The computer lab is open when PELA is open. There is a printer in the computer lab for student use. The copy machine in the reception area can be used as a scanner. Please do not save files or download programs on to the lab computers. Computer desktops are cleared of saved files and downloaded programs nightly. Any files saved to the computers will be lost. Email personal documents to yourself or save them on a flash drive. If you save them on the computer, you will lose them.

### **PELA recommends that you not leave your bag or possessions unattended at school.**

PELA is not responsible for lost or stolen items anywhere on or near school property.

If you ride your bike, make sure that you use a strong U-Lock and not leave anything on the bike which can be removed. Do not use a cable lock. You must use a U-Lock.

## Inclement Weather Policy

PELA may close due to bad weather like ice and snow.

If PELA is closed, a message will be left on our main phone number saying that the school is closed that day. Call our number, 503-226-1656, to hear this message. If you hear no special message that day, then the school is open.

We will also make our best effort to email all students and staff and post an announcement on social media sites. However, the main source of information is the message left on our main phone number. If you have any question about school being open, please call our main number and check the message.

## Where to go if you have questions

For questions about **IMMIGRATION, PROGRAMS, or CLASSES** please see the front desk during school hours.

- Email [study@portlandenglish.edu](mailto:study@portlandenglish.edu) for more help

For questions about **STUDENT ACTIVITIES**, please see the front desk during school hours.

- Email [study@portlandenglish.edu](mailto:study@portlandenglish.edu) for more help

For questions about **HOMESTAYS or STUDENT HOUSE** please contact **CHRIS QUINN** by email.

- Email Chris Quinn at [housing@portlandenglish.edu](mailto:housing@portlandenglish.edu)

## School Contact Information

Portland English Language Academy  
2007 Lloyd Center  
Portland, Oregon 97232  
Phone: 503-226-1656  
Website: [www.portlandenglish.edu](http://www.portlandenglish.edu)  
Email: [apply@portlandenglish.edu](mailto:apply@portlandenglish.edu)

## Student Documents & ID Cards

### Student ID Cards

All PELA students receive a PELA student I.D. card. Please visit the PELA office in order to receive your student I.D. card.

### Passports and I-20 Documents

Please do not carry these important documents with you. Leave them at home, in a safe place. You should be able to quickly locate these documents at any time.

### State ID Cards

Many PELA students want to get a State of Oregon Identification (I.D.) card. The cards are an excellent way to carry ID without needing to carry your passport every day. To get a State of Oregon Photo I.D. card, visit the DMV (Department of Motor Vehicles) office in downtown Portland on 6th Ave. & Clay St.

## Safety

While Portland is generally a safe city with low crime, students are still encouraged to be cautious.

To avoid crime:

- Keep your book bag or purse with you at all times.
- Lock your bicycle with a strong U-lock.
- If you are walking around downtown Portland at night, go with a friend. Please don't be afraid to go downtown at night. Portland is an interesting city. Feel free to enjoy it, day and night. Bring a friend and be aware of your surroundings.
- If you have an **emergency** and need police or fire service, dial **911** on the telephone. Be ready to say your location and your problem. You do not need money to dial 911 from a public phone. The 911 number is for emergencies only.
- Don't carry or show a lot of cash with you. Use personal checks or credit cards.
- Use common sense. If you don't feel comfortable talking with someone, just walk away!

# English Programs

## Intensive English

The Intensive English program focuses on building individual English language skills and overall English communication skills in focused language and communication classes. This program prepares students for using English at work and in a university environment. This program requires an F-1 Student Visa.

Minimum Study Period: **4 weeks**

### **REQUIRED Weekly Activities:**

- 10 hours of **Focused English Skills**
- 10 hours of **Communication Skills**

REQUIRED CLASSROOM HOURS = 20 PER WEEK

### **OPTIONAL Weekly Courses & Activities:**

- 4 hours of **Academic English**
- 4 hours of **IELTS Test Preparation**
- 10 hours of **Conversation Group**
- 8 hours of **Tutoring Center**

TOTAL LEARNING HOURS = UP TO 30 PER WEEK

MON	TUES	WED	THUR	FRI
Listening/ Speaking <b>50 min</b>	Reading/ Vocabulary & Pronunciation <b>100 min</b>	Listening/ Speaking <b>50 min</b>	Reading/ Vocabulary & Pronunciation <b>100 min</b>	Listening/ Speaking <b>50 min</b>
Writing/ Grammar <b>50 min</b>		Writing/ Grammar <b>50 min</b>		Writing/ Grammar <b>50 min</b>
Integrated Skills <b>100 min</b>	Grammar For Communication <b>100 min</b>	Integrated Skills <b>100 min</b>	Grammar For Communication <b>100 min</b>	Integrated Skills <b>100 min</b>
<b>Choose from:</b> - Academic English - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - Academic English - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - IELTS Preparation - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - IELTS Preparation - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - Conversation Group - Tutoring <b>100 min</b>

## Semi-Intensive English

The Semi-Intensive English program focuses on building individual English language skills and overall English communication skills in focused language and communication classes. This program prepares students for using English at work and in a university environment. This program is for non F1 students.

Minimum Study Period: **4 weeks**

### **REQUIRED Weekly Activities:**

- 6-7 hours of **Focused English Skills\***
- 10 hours of **Communication Skills**

REQUIRED CLASSROOM HOURS = 16-17 PER WEEK

### **OPTIONAL Weekly Activities:**

- 10 hours of **Conversation Group**
- 8 hours of **Tutoring Center**

TOTAL LEARNING HOURS = UP TO 27 PER WEEK

MON	TUES	WED	THUR	FRI
Listening/ Speaking <b>50 min</b>	Reading/ Vocabulary & Pronunciation <b>100 min</b>	Listening/ Speaking <b>50 min</b>	Reading/ Vocabulary & Pronunciation <b>100 min</b>	Listening/ Speaking <b>50 min</b>
Writing/ Grammar <b>50 min</b>		Writing/ Grammar <b>50 min</b>		Writing/ Grammar <b>50 min</b>
Integrated Skills <b>100 min</b>	Grammar For Communication <b>100 min</b>	Integrated Skills <b>100 min</b>	Grammar For Communication <b>100 min</b>	Integrated Skills <b>100 min</b>
<b>Choose from:</b> - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - Conversation Group - Tutoring <b>100 min</b>	<b>Choose from:</b> - Conversation Group - Tutoring <b>100 min</b>

*\* For the **Semi-Intensive English Program**, students drop one or more of the **Intensive English Program** classes. This will bring the total weekly classroom hours to under 18 hours, as required for students on visitor visas or visa waivers. The skills taught in the classes you drop will be covered in other classes. Students choose which classes to take after they arrive at PELA.*

## Program Requirements

Please read the rules carefully.  
If you don't understand, please ask the PELA office.

If you are in the **Intensive English Program**, you will have 20 classroom hours (required) and up to 10 hours of additional conversation or tutoring hours (optional). The minimum study period for this program is 4 weeks. This program is for F-1 visa students, permanent residents, and others eligible to study in the U.S. full-time.

If you are in the **Semi-Intensive English Program**, you will have up to 17 classroom hours (required) and up to 10 hours of additional conversation or tutoring hours (optional). The minimum study period for this program is 4 weeks. This program is for students on visitor visas or visa waivers and for students who are eligible to study in the U.S. part-time.

## English Tutoring Center

Individual and group tutor sessions are available for all PELA students. There is no cost to attend a tutor session.

The Tutoring Center is able to help with any English questions you have. No appointments are needed and students may visit alone, in pairs, or in groups.

- When: Monday - Thursday from 1:30pm - 3:20pm
- Where: Classroom 3
- What to Bring: Bring questions about homework, what you are studying in class, or just general English questions.

## Conversation Groups

PELA students can participate in our *free Conversation Groups* each day from 1:30pm-3:30pm. During these Conversation Groups, students speak with local Americans and practice and improve their English listening and speaking in a relaxed environment. Students get to use their English, learn about Portland life and culture, and make new friends. This free service is open to *all* PELA students every day of the week.

## Classroom Rules

### Speak only English

At our school, only English is spoken at all times during class and outside class. Helping each other and practicing with each other is a great way to improve your English. You will have the chance to make more international friends if you use English instead of your own language. You must choose to speak only English at our school.

### Breaks

No break is given for a 50-minute class. Your teacher may or may not give a 10-minute break during a 100-minute class. If you must leave the classroom outside of break time, you must do so according to the following rules:

1. All breaks must be restroom breaks or water breaks only. Breaks are not allowed for phone calls, smoking, coffee, food, etc.
2. Breaks must be no longer than 10 minutes. If you are gone longer than 10 minutes, the teacher has the right to deny re-entry into the classroom and/or mark you absent for that day.
3. If you take more than two breaks during a single class, the teacher has the right to deny re-entry into the classroom and/or mark you absent for that day.

### Late for Class

Students will be marked absent if they arrive any time after class start time.

### Classroom Behavior

Please follow these rules during class:

1. **ENGLISH ONLY.** Do not speak your native language during class.
2. **TURN OFF CELL PHONES.** Do not talk on the phone or text message during class.
3. **NO TALKING** unless it is part of the class activity.
4. **NO EATING.** But drinks are okay.
5. **NO OTHER ACTIVITIES** including doing another teacher's homework or preparing for another teacher's class.

## School Discipline

The following behavior will lead to a warning from the school administration:

- Disrupting the teacher's ability to teach class
- Disturbing other students' ability to participate in class or study on school property
- Arguing with teachers, school staff, or other students
- Possessing or being under the influence of drugs or alcohol on or near school property
- Engaging in inappropriate behavior anywhere on or near school property

Receiving two warnings is grounds for expulsion (being kicked out) from school.

The following behavior will lead to expulsion from school without prior warning:

- Confronting teachers, staff, or other students in an aggressive manner
- Fighting on or near school property
- Possession of weapons on or near school property
- Possession or being under the influence of illegal drugs on or near school property
- Engaging in any illegal activity on or near school property

PELA reserves the right to refuse service, expel from school, and/or exclude from property any person not following school rules or otherwise failing to practice appropriate behavior.

## Attendance Policy

Due to the short 4-week terms and intensive nature of PELA's programs, attendance in all classes is required. There are no excused absences.

You will get a grade for attendance. Your attendance grade is worth 10% of your total grade. Every class you attend raises your attendance grade. Every class you miss lowers your attendance grade.

Due to the short 4-week terms and intensive nature of PELA's programs, there is no time to give make-up tests, quizzes, or assignments.

The best way to improve your English is to attend class every day, on time, and prepared for the day's lesson.

## Attendance & F-1 Student Visa Status

Students with an F-1 student visa must enroll in a full-time course of study. For a student attending a non-credit English language school such as PELA, this means enrolling in a program that includes at least 18 classroom hours of study per week. At PELA, our Intensive English, Academic English, and Intensive IELTS programs are available to students with F-1 student visas. These programs are also available to any student eligible to study in the U.S. full-time.

According to US immigration rules, F-1 visa students must make “normal progress” in their studies to maintain their F-1 visa status. At PELA, “normal progress” means earning at least a 2.0 grade point average (GPA) for a 4-week term of study. See the academic warning/probation section below for what happens if you earn lower than a 2.0 GPA.

If you are an F-1 visa student, it is your responsibility to maintain your F-1 student visa status. It is your responsibility to attend class and do your homework. It is your responsibility to make normal progress at school and to obey all the rules and regulations for holding an F-1 student visa.

## Academic Warnings & F-1 Student Visa Status

If a student earns an overall grade point average (GPA) of less than 2.0 for one term, the student will receive an academic warning.

If a student earns an overall GPA of less than 2.0 for 2 terms in a row, the student will be put on academic probation.

If a student earns an overall GPA of less than 2.0 for 3 terms in a row, the student will be put on termination notice.

If a student on termination notice fails to earn a 2.0 term GPA, they will not be allowed to continue studying at PELA and they are at risk of having their form I-20 terminated.

The office will notify students who are given an Academic Warning or placed on Academic Probation.

If a student earns at least a 2.0 GPA in the term after receiving an Academic Warning, it will be removed from their record.

If the student is on Academic Probation, they must earn a 2.0 GPA for 3 terms before the Academic Probation is removed from their record.

Once off academic warning, students are again considered to be making reasonable progress in respect to their F-1 student visa status.

Please refer to “Determining Grades” on Page 11 for information on to convert grade and grade percentages into grade points.

## Additional F-1 Visa Information

### Travel Outside the U.S.

If you plan to travel outside the U.S. during school breaks or because you are returning to your home country for a brief time, then you must have the PELA office sign the back of your I-20 before you leave. If you forget to do this, you will not be able to re-enter the U.S. using your I-20 from PELA. This includes trips to Canada and Mexico. PELA will only sign the back of I-20s for students who are returning to the U.S. in order to continue studying at PELA.

### Vacation Term

After studying for 9 months in a row, you can take one term off, stay in the United States during the term off, and return to PELA the next term. If you have not yet studied for 9 months in a row, then you cannot take a term off and stay in the United States during the term off. You can count time spent at different schools toward this 9-month requirement.

### Change of Address

All F-1 students must keep a current address on file in the PELA office. If you change your address, you must notify the PELA office.

### F-1 Student Responsibilities

*Please remember that it is **your** responsibility to maintain your visa status.* It is your responsibility to obey all the rules and regulations for holding an F-1 student visa. There are many immigration rules that we do not explain in this book. If you have questions about immigration rules, please ask. We will help you as much as we can.

### Student Visa Seminar

To help students understand and follow visa and immigration rules, PELA requires all new F-1 students to attend a New Student Orientation that explains F-1 Student Responsibilities. Students will have the opportunity to ask questions about visas and studying in the United States.



## PELA Level Descriptions

*Below is a description of each of PELA's 6 levels of English classes.*

### Level 1: Beginner

Students who test into this level will gain the initial vocabulary and grammatical structures needed to function in an English as a second language (ESL) classroom. In a slower-paced and highly structured classroom environment, they learn to follow basic academic directions and ask for clarification. They acquire the basic skills for reading classroom handouts and beginning academic texts. They are also introduced to the survival vocabulary necessary to function in an English-only environment outside of the classroom. They learn to introduce themselves and discuss basic everyday objects, places, needs, and activities both orally and in writing.

#### A student who successfully completes this level:

- can negotiate time and money in English.
- can express basic needs in the classroom, in a store, and in the home.
- can greet, take leave of, and thank someone in a socially-appropriate way.
- can construct and recognize, both verbally and in writing, simple statements and interrogatives in the simple present and present continuous.
- can orient written materials properly.
- can punctuate a sentence and a question correctly
- can read and comprehend simple sentences in English.
- can recognize (if not yet construct) statements and interrogatives in the simple past and in the future.

- has the basic vocabulary necessary to describe self, others, and his/her environment
- ask for clarification of meaning and pronunciation.
- ask a follow-up question to elicit more information during a conversation
- recognize, form, and use the present perfect
- express future plans using "be going to"
- negotiate simple transactions in a store, a health clinic, or a situation related to tourism.
- give and follow spatial directions.
- make a simple phone call and leave a message.
- express agreement and disagreement using "me too/me neither."
- form comparatives
- read and comprehend a level-appropriate text in English.
- organize vocabulary in terms of synonyms and antonyms
- write multiple sentences related to a topic.

### Level 2: High-Beginner

Students at this level continue to build their academic vocabulary. They are introduced to a range of note-taking and study skills that will help them be effective language learners. They are given a strong foundation in the basic tenses that will allow them to discuss events in the present, past, and future. They are trained to write well-organized English paragraphs using simple and compound sentence structures, and to read simple multiple-paragraph essays. They gain the vocabulary necessary to negotiate basic transactions in shops, clinics, and the home, and to broaden their social contacts.

#### Can perform the skills of the previous level(s) and...

## PELA Level Descriptions (*continued*)

### Level 3: Low Intermediate

Students at this level gain increasing familiarity with their learning styles, to be better able to study independently. While reviewing material covered at earlier levels, they flesh out their understanding of English verb tenses and learn about gerunds and infinitives, relative clauses, and modals of advice, necessity, and probability. They build their writing skills by adding the complex sentence structures of relative and adverb clauses. They practice writing paragraphs of description, argumentation, and causality. They broaden their vocabulary to include words related to work, money, and leisure. They add to their competence in social settings as they learn to initiate, guide, and end conversations, and gain confidence by role-playing a variety of social situations.

#### Can perform the skills of the previous level(s) and...

- initiate and guide a conversation on an everyday topic
- qualify a response by using “It depends”
- complain, ask for grant, and refuse a favor, can ask for and give advice, and make a suggestion using “Let’s”
- has requisite vocabulary to speak about hobbies, work, and money
- recognize and use modals of advice, necessity, and probability
- form relative clauses
- recognize basic verbs that take gerunds/infinitives
- write an organized and correctly-formatted paragraph
- recognize and use coordinating and subordinating conjunctions
- guess words from context
- separate fact from opinion
- analyze and discuss a level-appropriate reading text

### Level 4: Intermediate

Students at this level are being prepared to transition from materials modified for English language learners to materials designed for native English speakers. Intermediate students move from writing single paragraphs to producing essays of multiple paragraphs. Along with a review of grammatical forms covered in previous levels, they add the conditional tenses, the passive voice, and noun clauses. They initiate the study of the prefixes, suffixes, and stems necessary for understanding longer and more sophisticated texts. They broaden their vocabularies to include words related to romance, relationships, and family. They gain confidence navigating real-world situations through continued role-playing activities, and through honing their use of intonation and awareness of levels of diction.

#### Can perform the skills of the previous level(s) and...

- has requisite vocabulary to speak about family, friend, and romantic relationships
- plan, organize, and write multi-paragraph essays of description, argument, and causality
- form word families and identify and use each word form (N, V, ADJ, ADV) accurately
- navigate a dictionary entry in English with multiple definitions
- construct noun clauses
- recognize and use conditionals I, II, and III
- form the passive and use participial adjectives
- make an excuse, break a social engagement, and interrupt politely
- express, agree, and disagreeing with an opinion in an extended manner
- construct generalizations using “most people, typically, usually, etc.”
- give an impromptu speech about a current event

## PELA Level Descriptions (*continued*)

### Level 5: High Intermediate

Students at this level increase their confidence in working with materials created predominately for native English language speakers. They delve more deeply into the rich vocabulary of English, strengthening their understanding of prefixes, suffixes, and stems, while exploring shades of meaning between synonyms. They are trained to give presentations, argue opinions, and clarify their positions. Students add finesse to their vocabulary through discussions of complex topics, such as crime, creativity, and happiness. They continue to develop their writing skills by working on introductory, body, and concluding paragraphs. They are expected to interact with native English speakers outside of the classroom, in the context of oral interviews.

#### Can perform the skills of the previous level(s) and...

- has the requisite vocabulary to speak about crime & law, trends in fashion & technology, and happiness
- express personal opinions and discuss current events at a high degree of complexity
- soften the truth, evaluate something, clarify a position, and negotiate a desirable outcome to a conflict
- construct, both in speaking and in writing, sentences of a variety of types: simple, compound, and complex
- recognize preposition equivalents for coordinating/subordinating conjunctions
- conduct an interview or lead a discussion with native-speakers
- read and comprehend level-appropriate fiction
- learn vocabulary by means of collocations
- write multi-paragraph essays of a variety of academic types: definition & description, causal, and argumentative
- use appropriate structure words to organize his/her essays

### Level 6: Advanced

Students at this level are polishing and refining their English language skills. They are prepared to segue from the controlled learning environment of the ESL classroom to a national work setting or an undergraduate or graduate program at a United States university. They refine the arts of presenting, evaluating, and paraphrasing. In their writing, they learn to include and respond to short quotations. They work with materials that expose them to college-level vocabulary and themes, such as culture, gender, the professional world, and navigating difficult social situations. They interact with native English speakers through interviews.

#### Can perform the skills of the previous level(s) and...

- has the skills necessary to function in an educational or work setting with native speakers.
- makes only minor grammatical errors of a type that do not usually interfere with meaning.
- summarize, paraphrase, and interpret spoken and written English at a high degree of subtlety and complexity.
- is able to use the twelve verb tenses in English with a high degree of accuracy and understands clause formation, use of adverbials, and other grammatical subtleties of the English language.
- has a large working vocabulary that includes idioms, phrasal verbs, and collocations and can speak comfortably about both practical and abstract topics.
- recognize and navigate different social registers comfortably
- evaluate and analyze options and express the criteria by which s/he did so.
- give a five-minute presentation in English comfortably.
- write a college-level multi-paragraph essay in English.
- write an essay with an introduction, body and conclusion under a time-control

## Initial Level Placement

### Placement Test

When a student first arrives at PELA, he or she takes a placement test. This test covers listening, grammar, reading, vocabulary, and writing. All new students take this together. The test takes about 1 hour. The test is used to decide the student's class levels for his or her first term. It is possible to study in one level in one class and a different level in another class.

Please do not worry about your score on the placement test. There is no good score. There is no bad score. There is only your score on that day. You, your teachers, and your classmates will not be told your placement test score. Your scores are used only to decide your level of classes for your first term at PELA.

If you feel you were placed in the wrong level, please visit the front office within the first three days of the new term to discuss a level change. Level changes are not guaranteed and are only granted in the first 3 days of the term.

## Determining Grades

### Grades

At the end of each term, your teachers will give you the grade that you earned based on your performance and attendance in your classes. At the end of each term, you can request a grade report that will show you the grades you earned in your classes.

### PELA Method for Determining Grades

Grades are calculated using the following criteria each term:

- **90% of your grade** is based on assessment (tests, quizzes, et al.)
- **10% of your grade** is based on your attendance in class.

### Calculating the Final Grade

The following equation will be used to calculate a student's final grade:

$$(.90)(\text{assessment score}) + (.10)(\text{attendance score}) = \text{final grade}$$

$$\text{For example: } (.90)(80\%) + (.10)(100\%) = 82\%$$

### Assessment: 90% of Grade

Each class will have at least two assessments per term. Examples of assessments include end-of-term tests, mid-term tests, pop quizzes, vocabulary quizzes, presentations, writing samples, dictations, and other forms of assessment. Some teachers count homework toward assessment. Please see the next page for how much each individual class is weighed in order to determine a Final Grade.

### Attendance: 10% of the Grade

Student attendance is based on the number of classes a student was present for during the term.

### Comparing Grades, Grade Percentages, and Grade Points

Grades are calculated using the following chart:

<u>Grade</u>	<u>Grade Percentage</u>	<u>Grade Point</u>
A .....	90% to 100% .....	4.00
B+ .....	87% to 89% .....	3.67
B .....	83% to 86% .....	3.33
B- .....	80% to 82% .....	3.00
C+ .....	77% to 79% .....	2.67
C .....	73% to 76% .....	2.33
C- .....	70% to 72% .....	2.00
D+ .....	67% to 69% .....	1.67
D .....	63% to 66% .....	1.33
D- .....	60% to 62% .....	1.00
F .....	0.0% to 59% .....	0.00

You can request an **Academic Transcript** in the PELA office, which will show your grades and Grade Point Average (GPA) for each class, as well as your GPA for the entire term.

The chart above is an Achievement Scale that shows the possible grades in PELA's classes. To help understand what your grade means, please see the "Description of Class Levels & Interpretation of Student Achievement Scale" document available in the front office.

Parents, employers, sponsors, admissions officers, or others who might need to know can obtain an electronic copy of PELA's "Description of Class Levels & Interpretation of Student Achievement Scale" upon request.

## Calculating Grade Point Average

The grade you receive in all your classes determine your grade point average GPA. The table below shows the percentage that each class affects your (GPA).

Intensive English	Weekly Hours	% of GPA
Listening & Speaking	3 Hours	15%
Writing	3 Hours	15%
Reading, Vocabulary & Pronunciation	4 Hours	20%
Integrated Skills	6 Hours	30%
Grammar for Communication	4 Hours	20%

### Semi-Intensive English Programs

There is more than one combination of classes that a Semi-Intensive student can take. The percentage that each class affects your GPA depends on which classes a student chooses. Please ask the office if you want to know the percentage for each class on your schedule.

## Moving up a Level

There are 3 ways to move up a level:

1. At the end of each term (every 4 weeks), you can take the *level up* test. If you test into a higher level, then you will be placed in a higher level.
2. At the end of 2 terms (8 weeks) in the same level, if you earned an average grade of 80% over the 2 terms, then you will move up a level in that class.
3. At the end of 3 terms (12 weeks) in the same level, if you earned an average grade of 70% over the 3 terms, then you will move up a level in that class.

### What does this mean?

If you want to move up a level after only one term, then you need follow #1 above.

If you want to move up a level after two terms, you can either follow #1 or #2 above.

If you want to move up a level after three terms, you can follow #1, #2, or #3 above.

### When is the level up test?

The *level up* test will be held on the last Wednesday of each term. If you miss the *level up test*, you cannot take it again until the end of the next term. The test will start on time. If you miss any part of the test you cannot make it up.

### Complaints Regarding Levels

The level a student is placed in is decided solely by one of the three ways listed above. PELA feels that any one of these three ways gives the serious student a fair chance to move up a level each term. Failure to earn the required grade or the required score on the *level up* test indicates that a student should continue in the same level they were in the previous term.

The PELA office will listen to student concerns regarding their level and will offer advice on how to improve their classroom performance. However, beyond the three ways listed above, there is no additional step that can be taken to move a student up a level.[D01]

## Deadline for Changing Classes or Program

Any requests to change your classes, program, etc. must be made no later than the end of the third day of class.

Schedule changes will not be made after the third day of the new term. After the third day of class, classes are set and cannot be changed until after the term is finished.

## Paying School Tuition & Late Fees

Tuition for each 4-week term must be paid no later than the Friday before a new term begins. Students who have not paid tuition in-full will not receive a schedule and will not be able to attend classes until tuition is received.

You can pay fees by credit card, mobile payment, cash, check, or money order. If you would like to make payments by bank-wire transfer or by online payment, please ask the PELA office.

Students must enroll for full 4-week terms. Students can enroll for less than a full 4-week term only if the student is returning to his or her home country before the 4-week term is completed.

Tuition is non-transferable.

### Tuition Discounts

If you pay for 2 terms (8 study-weeks) at one time, you will receive a 10% discount on the total tuition fee. If you pay for 3 terms or more (12 study-weeks or more) at one time, you will receive a 20% discount on the total tuition fee.

### Late Fee

For current students, there is a \$50 late fee if you pay your tuition after the last day of the previous term. Scholarship students must inform the office of their intent to continue before the last day of the current term. If they do not, they will be responsible for paying a \$50 late fee.

New students do not pay a \$50 late fee if they pay tuition during the first week of their first term at PELA. [D02] However, no student will be given a schedule until tuition is paid in-full.

### Failure to Pay Tuition or Fees

Students who fail to pay their tuition in full will not be enrolled in classes for the term. Failure to be enrolled in full-time classes will result in F-1 students being out of status and may lead to termination of the student's I-20.

If an F-1 student fails to pay any tuition or fee that is owed, a note will be added to their I-20 record of *'failure to fulfill financial obligation to school.'* This message will be permanently added to student's I-20 record and will be visible to any U.S. embassy or customs official and any future school to which the student may apply.

## Tuition Refund Policy

No refund is given for a 4-week term that has already begun.

Refunds of a student's unused tuition are granted, per the following rules:

- If enrollment is canceled before the first day of the student's first term – 100% refund of all tuition.
- If enrollment is canceled during/after student's first term – 80% of unused tuition refunded.

*"Unused tuition"* means tuition for terms that have **not yet begun**.

Refunds are paid by check only and are given on the student's last day of enrollment.

### Refunds for Change in Program

If you have already paid for a term but wish to change to a program with lower tuition, the difference in tuition between the programs will be 100% refunded. You must inform the office of any program change **no later than the third day of the term**.

### Deferring Tuition

A student can defer 100% of unused tuition to a later term. This means a student can choose to use 100% of unused tuition to study in a later term.

Choosing to defer tuition means that a student is giving up his or her right to any refund of the unused tuition. However, the student will be able to use it to study with when he/she decides to return.

In order to defer tuition, the following rules must be followed: 1) Deferral must be arranged before the beginning of the deferred term, 2) The student must leave the country or otherwise be eligible to take a vacation term, 3) Tuition is only divisible by weeks not by days, 4) Student must re-start no later than the next available start date after he/she returns to the U.S., 5) The student must be eligible to re-enroll according to immigration rules.

### Tuition Refund in the Event of a Disaster or Emergency

In the extremely unlikely event of a disaster or other emergency for which the school must temporarily close, no refunds of any tuition will be given. All remaining tuition will be available for the student to use to continue studying when the school reopens. "Disaster or other emergency" includes any event that affects the school but which is outside the school's ability to control including but not limited to inclement weather, natural disaster, domestic or international crisis, and/or domestic or international health or safety emergency.

## Student Complaints

### Constant Improvement

As our mission statement says, PELA's faculty and staff strives to demonstrate our 100% dedication to our students. Additionally, we also believe in constant improvement of our school and its policies. Students are welcome to visit the PELA office or speak with an instructor if they recognize a way to improve our school.

### Student Complaint Form

If a student has a complaint about PELA, its policies, its programs, or its employees, any PELA staff or instructor is available to discuss it. If a student feels that their complaint is not being addressed, then they are welcome to submit in writing their complaint via the official student complaint form that is available in the PELA office or via an email. The International Student Advisor will consider the complaint and possible responses. The student will receive PELA's response to the complaint in writing.

All formal complaints are taken seriously and, to the extent possible, used as a way to improve the school, its policies, and its procedures. Every reasonable effort is made to satisfy the student who made the complaint.

## Staying Physically & Mentally Healthy

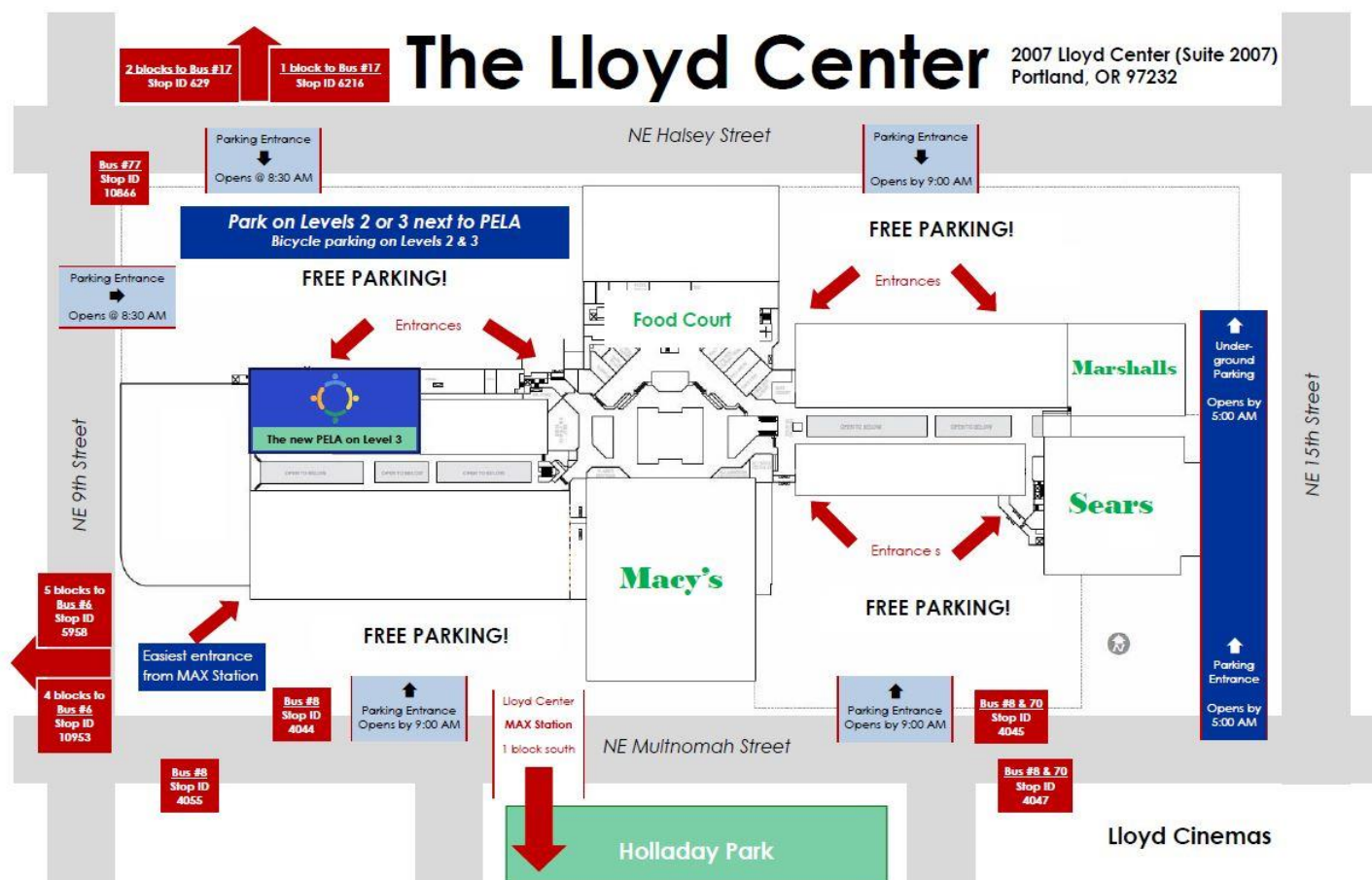
Living in another country can be physically and mentally hard. To be good to your body, be sure to eat healthily and exercise regularly; PELA can help you join a nearby gym.

Sometimes, students feel lonely or depressed when they study in another country. This is a common feeling. It isn't easy to leave your family, friends, and daily routine behind. For many people, this sad feeling passes as they make friends with classmates and their homestay families, and as they find clubs and local activities to join.

If your sad feeling doesn't go away, please know that it is okay to find professional help. **Wise Counsel & Comfort** is a local mental health organization with offices all over the city, providing affordable mental health services:

**Wise Counsel & Comfort:** 503-282-0182  
<http://portland-therapist.com/>

**Portland Suicide Hotline:** [DO3]  
503-988-4888 or 1-800-716-9769



## PORTLAND ENGLISH LANGUAGE ACADEMY

2007 Lloyd Center  
Portland, OR 97232  
U.S.A.

on the top floor of the Lloyd Center Shopping Center

Phone: 503-226-1656

Email: [apply@portlandenglish.edu](mailto:apply@portlandenglish.edu)  
Website: [www.portlandenglish.edu](http://www.portlandenglish.edu)



## How to be a successful student at PELA!

- **Come to every class.** Come to school every day.
- **Come to class on time.** If you have a class break, come back on time.
- **Take notes in class.** Write down everything your teacher writes on the board.
- **Review your class notes each day.**
- **Ask questions in class.** Ask for examples in class.
- **Stay focused in class.** Turn your phone off during class.
- **Participate in group activities in class.** Don't sit back and let your partner do the work. Write your examples down so your teacher can check them.
- **Try to correct your mistakes.** When a teacher corrects your grammar, immediately repeat the correct answer at least 3 times. Try to focus on that grammar/vocabulary point all week long until you "get it."
- **Practice and correct your spelling.** Spelling is important.
- **If you do not understand something, ask for help.** Ask your teacher to review this point during the next class. Ask a student with better English than yours, ask your homestay family, or ask a tutor
- **Join activities and events that PELA organizes for you.**
- **Use English outside of school.** Speak English as much as you can with any person that you can. Try to avoid using your own language. If you talk with your friends, talk to them in English even if it is difficult.
- **Do your hobby in English.** Portland is a big city any hobby you are interested in; you can do in Portland in English. Contact the office to help you find one.
- **Learning English requires active work.** You will need to spend as much time outside of class as in class studying and practicing.



# Health Insurance for International Students

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## **Why is health insurance important?**

In your country, the government might pay for your health care. In the United States, you are responsible for paying your doctors.

If you get injured or sick while staying in the U.S. and you do not have health insurance, this can result in medical bills that cost thousands of dollars.

It is very important that you have health insurance coverage during your stay in the U.S.

More information about international student health insurance can be found here:

<http://www.internationalstudentinsurance.com/explained/>

Below are some possible places to purchase a health care policy. PELA does not endorse the quality of care or service administered at any of the businesses listed here. Other insurance providers can be found online.

- **HCC Medical Insurance Services**  
<http://www.hccmis.com/atlas-travel-insurance-quote/>
- **Short Term Health Insurance**  
Affordable health care for anyone travelling outside of their home country  
<http://www.hccmis.com/short-term-medical-insurance/>
- **United Health One**  
Health Insurance for International students  
<http://www.goldenrule.com/international-medical-insurance/>
- **Assurant Health**  
<http://www.assuranthealth.com/corp/ah/AHHome.htm>
- **Insubuy**  
<https://www.insubuy.com/>
- **International Medical Group**  
<https://www.imglobal.com/travel-medical-insurance/patriot-exchange-program>