

## **CAPSTONE PROGRAM OVERVIEW**

Thank you for considering enrollment at Capstone English Mastery Center. Please read carefully our school mission and objectives, policies and procedures to ensure you are eligible to enroll and that you will benefit from our program.

### **Mission Statement**

Capstone provides high-quality English language instruction to Non-Native English speaking students whose goals range from academic to professional to personal, while fostering an environment of intercultural understanding and cooperation in the American classroom and cultural context.

### **Capstone's Program Description**

Capstone English Mastery Center provides instruction to students of English as a Second Language. Capstone has a special approach to teaching English as we consistently evaluate the needs of our unique student population. We design programs to meet current ESL teaching standards, provide opportunities for daily in-class learning and to see evidence of student progression at a guided pace. Capstone offers 4 terms per year. Each term is divided into two 6 week sessions which allows students to enroll mid-term. Once students complete 1 term, students may advance to the next level. We provide the framework for all students to improve their English language ability, and expect students to fulfill USCIS attendance requirements and expend the necessary effort to advance their linguistic skills. We understand that students have different goals and learn in different ways, therefore, specific skill practice in group classes will help students gain confidence and proficiency in their English abilities.

To help our students learn quickly and meet their goals, we offer different programs corresponding to their levels of study. Please read on for a description of our three different programs and their class meeting times:

● **Basic Studies Program - Levels 1a – 1b:** This program aims to equip pre-beginner level students with study skills, literacy skills, grammar foundation and sufficient communicative ability to be able to participate in a group class setting as well as become acquainted with life in the U.S.A. When available, students may have opportunities to meet one-on-one with a teacher in order to reach a comparable level with classmates.

Students in the Basic Studies Program attend Speaking & Listening, Reading & Writing and Grammar classes in addition to Life Skills classes Monday - Friday. All classes are mandatory. See the weekly schedule below:

|       | MONDAY        | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY        |
|-------|---------------|---------------|---------------|---------------|---------------|
| 10:00 | S/L           | S/L           | S/L           | S/L           | S/L           |
| 10:30 | S/L           | S/L           | S/L           | S/L           | S/L           |
| 11:05 | R/W           | R/W           | R/W           | R/W           | R/W           |
| 11:30 | R/W           | R/W           | R/W           | R/W           | R/W           |
| 12:00 | LUNCH         | LUNCH         | LUNCH         | LUNCH         | LUNCH         |
| 12:30 | LUNCH         | LUNCH         | LUNCH         | LUNCH         | LUNCH         |
| 1:00  | GRAMMAR       | LIFE SKILLS   | GRAMMAR       | LIFE SKILLS   | GRAMMAR       |
| 1:30  | GRAMMAR       | LIFE SKILLS   | GRAMMAR       | LIFE SKILLS   | GRAMMAR       |
| 2:00  | GRAMMAR       | LIFE SKILLS   | GRAMMAR       | LIFE SKILLS   | GRAMMAR       |
|       | Finish @ 2:40 | Finish @ 2:30 | Finish @ 2:40 | Finish @ 2:30 | Finish @ 2:40 |

● **The General Studies Program - Levels 2a – 3b:** This program provides instruction to students at levels of ability ranging from Low Intermediate to High Advanced. Capstone attempts to maintain the balance between the student's own learning style, pace and study goals with quality in-class instruction and curriculum, which can range from increasing fluency in spoken English to preparing for a standardized test. Thus, specific objectives vary according to every course offering, but common objectives for all students are to increase their vocabulary in areas related to their goal, and to make progress in reading, listening, speaking and writing skills in order to progress through Capstone's levels.

Students in the General Studies Program attend Speaking & Listening, Reading & Writing and extended Grammar classes as well as Vocabulary classes Monday - Friday. All classes are mandatory. See the weekly schedule below:

|       | MONDAY        | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY        |
|-------|---------------|---------------|---------------|---------------|---------------|
| 10:00 | S/L           | S/L           | S/L           | S/L           | S/L           |
| 10:30 | S/L           | S/L           | S/L           | S/L           | S/L           |
| 11:05 | R/W           | R/W           | R/W           | R/W           | R/W           |
| 11:30 | R/W           | R/W           | R/W           | R/W           | R/W           |
| 12:00 | LUNCH         | LUNCH         | LUNCH         | LUNCH         | LUNCH         |
| 12:30 | LUNCH         | LUNCH         | LUNCH         | LUNCH         | LUNCH         |
| 1:00  | GRAMMAR       | Vocabulary    | GRAMMAR       | Vocabulary    | GRAMMAR       |
| 1:30  | GRAMMAR       | Vocabulary    | GRAMMAR       | Vocabulary    | GRAMMAR       |
| 2:00  | GRAMMAR       | Vocabulary    | GRAMMAR       | Vocabulary    | GRAMMAR       |
|       | Finish @ 2:40 | Finish @ 2:30 | Finish @ 2:40 | Finish @ 2:30 | Finish @ 2:40 |

● **The Academic Studies Program - Levels 3a -3b:** This program gives an opportunity for students to increase their knowledge and performance on the TOEFL iBT. The Academic Studies program is ideal for students who are preparing for entrance exams into American universities or who need additional assistance mastering the English language in their university courses. With the guided practice of daily sessions of advanced Speaking & Listening, Reading & Writing and extended Grammar classes plus Preparation for TOEFL iBT, the student will have an opportunity to better reach these goals. Practice TOEFL iBT tests are available to the students to test their skills anytime. Please note, the Academic Studies program is an option only for those students who are studying in levels 3a or 3b of Capstone Grammar class.

Students attend classes Monday - Friday. All classes are mandatory. See the weekly schedule below:

|       | MONDAY        | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY        |
|-------|---------------|---------------|---------------|---------------|---------------|
| 10:00 | S/L           | S/L           | S/L           | S/L           | S/L           |
| 10:30 | S/L           | S/L           | S/L           | S/L           | S/L           |
| 11:05 | R/W           | R/W           | R/W           | R/W           | R/W           |
| 11:30 | R/W           | R/W           | R/W           | R/W           | R/W           |
| 12:00 | LUNCH         | LUNCH         | LUNCH         | LUNCH         | LUNCH         |
| 12:30 | LUNCH         | LUNCH         | LUNCH         | LUNCH         | LUNCH         |
| 1:00  | GRAMMAR       | TOEFL iBT     | GRAMMAR       | TOEFL iBT     | GRAMMAR       |
| 1:30  | GRAMMAR       | TOEFL iBT     | GRAMMAR       | TOEFL iBT     | GRAMMAR       |
| 2:00  | GRAMMAR       | TOEFL iBT     | GRAMMAR       | TOEFL iBT     | GRAMMAR       |
|       | Finish @ 2:40 | Finish @ 2:30 | Finish @ 2:40 | Finish @ 2:30 | Finish @ 2:40 |

**Capstone's Attendance Policy (see Attendance & Academic Policy for more detailed information)**

**School Hours: 9:00 am - 5:00 pm, Monday through Friday**

- F-1 Students enrolled in our Full-Time Programs must attend all classes Monday through Friday, completing 18 hours per week of study as required by USCIS.
- Students must have excellent attendance to be eligible for vacation.

**USCIS Immigration Regulations**

- F-1 Students enrolled in our Full-Time Programs must attend all classes Monday through Friday, completing 18 hours per week of study as required by USCIS.
- Students should attend one academic year of their program (3 Terms) starting on their first day of school.
- An annual vacation (1 Term) is granted after completing one academic year (3 Terms) of their program.

Please visit USCIS website for more detailed information about F1 students studying in the USA:

<http://studyinthestates.dhs.gov/study-guide-to-the-states>

**Student Orientation & Placement Test**

Orientation is Mandatory. On the day of your scheduled Orientation, you will be required to complete your immigration check-in, pay tuition, take a Placement Test and attend an informational session that will give you more information about what to expect when you begin your classes. Please see the *New Student Pre-Arrival Checklist* for more details on what you need to bring with you to the Orientation. The Placement Exam is mandatory and will be given on the day of Orientation for all students, both Full-Term and Mid-Term arrivals. You should be prepared to spend approximately 2 - 3 hours at Capstone on this day. For students who arrive Mid-Term, you will be required to take a second Diagnostic Exam two days following the Orientation. This test is also mandatory and will take approximately 3 hours to complete.

## Tuition & Books

| Full-Time Attendance Status                                                 | Tuition per Term (12 weeks)                                                                         |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <u>Basic Studies,</u><br><u>General Studies,</u><br><u>Academic Studies</u> | \$1,100 - payment due on Orientation Day<br>+ \$1,100 - payment due mid-term<br>Total: \$2,200/term |

- **Registration Fee:** \$50 non-refundable -- due upon registration, on the same day **ALL** registration documents are submitted to Capstone's Admissions Desk:
  - ❖ In person - 1411 SW Morrison St. Suite 350 Portland, OR 97205
  - ❖ Fax - (503)228-3961
  - ❖ Email: [admissions@capstone.org](mailto:admissions@capstone.org)
- **Capstone's Initial Term of Attendance (1 Term = 12 weeks):** Once students have submitted all documents for registration, Capstone will schedule you for **Orientation & Placement Test**, which occurs **2 weeks before your start date**. Students who fail to attend their Orientation & Placement Test as scheduled, a \$100 fee will be applied to your account and you may miss the opportunity to enroll in that session.

*It is the student's responsibility to communicate with the school any concerns  
or issues they may have before their Student Orientation & Placement Test date.*
- Students are expected to complete their full term (12 weeks) of attendance established upon registration. USCIS regulations require students to attend a full term of study (*Capstone's Initial Term of Study*) before a transfer or termination is permitted. Should a student request to terminate or transfer out during their first week of school, *it is solely at Capstone's discretion to allow such a termination or transfer*. Students will be refunded 50% of the tuition fee.
- **First 6 week Session - Tuition & Books:** Tuition fees are due on the scheduled day of Student Orientation and Placement Test. **There are no refunds for this first payment. All books can be purchased at the front desk. Tuition payment** is due on the day you are scheduled for your Student Orientation and Placement Test. Tuition must be paid in full before receiving your class schedule. **Payment for Books** is due on the first day of school. Failure to make payment may result in student termination.
- **Tuition Payments per 6 week Session** are due 2 weeks before the Session Start Date. Before completing your first **6 week** session of study, a new tuition payment is due for the next 6 week session. Invoices can be found and paid for at the front desk. A \$100 Late Fee will apply if tuition is not paid in full. After the tuition due date, student may not attend school until payment is made. Failure to make payment as scheduled may result in a student's termination.

## Student Financial Responsibilities & Agreement

Please find Student Financial Responsibilities Information in this packet attached to the Registration Form. Student must read, sign, date and return the Registration Form and the Financial Agreement to the Admissions desk:

- ❖ In person - 1411 SW Morrison St. Suite 350 Portland, OR 97205
- ❖ Fax - (503)228-3961
- ❖ Email: [admissions@capstone.org](mailto:admissions@capstone.org)

## Questions?

Should you have questions about enrollment and our program, contact us:

- Admissions Desk - [admissions@capstone.org](mailto:admissions@capstone.org)
- Phone - (503) 228-6346

Visit our website for more information: [www.capstone.org](http://www.capstone.org)

It is in everyone's best interest for students to maintain their F-1 status by following USCIS regulations and Capstone academic, attendance, and financial policies. If you encounter any difficulties, please inform Capstone as soon as possible.

The **Capstone English Mastery Center** is approved to train foreign students studying in the United States on an F-1 student visa. Our school code is POO 214F 0092-000, and we have been approved since February 13, 1961.