

Bell Language School

Prospective Student HANDBOOK



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Dear Prospective Student! Welcome!

Welcome to Bell Language School! We look forward to your joining a long list of satisfied students from all over the world. This booklet is designed to help answer many of your questions and to provide you with preliminary information before you arrive. Please feel free to contact us directly via email at info@bellschool.org, and we will be happy to answer any additional questions or provide further information.

About Us

Bell Language School has been providing affordable, quality English-Language instruction to students for over 10 years. Our teachers are certified by the State of New York and are dedicated to their work. Their specialized training focused on effectively instructing international students.

Bell Language School's instructors are native speakers of American English and utilize the best practices in the field of English language instruction to implement ideas and research-based instructional approaches in the classroom. These teaching strategies are based on the guidelines set forth by the US Department of Education, including standards for curriculum, instruction, retention, and transition. English language classes are delivered in culturally sensitive, real life contexts using a comprehensive approach that recognizes various modalities of learning (visual, audio, and kinesthetic), and interactive teaching strategies. Instructional strategies use a student-centered approach where the instructor speaks less and students speak more.

Because our school is located in Brooklyn, our students enjoy low apartment rental rates, convenient access to beaches, and neighborhoods rich in history and cultural diversity. Traveling around the city is not a problem because public transportation is easily accessible and can take you to any of the five boroughs of New York City, including Manhattan, which is located only 20 minutes from school if you take public transportation. As soon as you walk through the doors, you will find a cozy and home-like atmosphere. Our staff and teachers provide students with attention and consider a close approach to every problem or concern a student might have. It is not uncommon to see teachers spending their breaks with students or enjoying New York City life with their students after class. In addition, many students who attend Bell Language School go on to achieve academic success at American colleges and universities after having achieved high scores on the TOEFL examination.

Bell Language School is registered by the New York State Education Department (License Number 2389) and is authorized under Federal Law to enroll non-immigrant alien students. We are also a member of NAFSA (Association of International Educators), NYESA (New York English Schools Association). Additionally, Bell Language School is accredited by the Commission on English Language Program Accreditation and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S.

School Mission

Bell Language School's mission "is to provide intensive English training that prepares students for everyday life in the USA and facilitates personal growth, and prepares students for further studies in American Colleges and Universities. We are committed to providing a demanding curriculum, highly qualified and motivated teachers and staff, up-to-date learning materials and effective instructions to make the most out of your learning experience"

While adhering to our mission statement, Bell Language School seeks to accomplish the following:

- Give Beginner to Advanced instructions covering grammar, listening, reading and speaking skills thereby successfully teaching ESL
- Allow students to assimilate into the American way of life by incorporating cultural and historic education into our ESL courses
- Prepare students for American colleges and universities by offering intensive TOEFL Preparation Courses

- Recruit a large base of International Students in order to promote cultural exchange within the community
- Help students enroll in colleges and universities based on their educational goals and financial capacity

Faculty and Staff

The strength of our school is in our teachers, who are dedicated to their work. All members of our faculty are certified by the State of New York and are highly experienced in teaching English. Their specialized training focused on effectively instructing international students. Instructors are available for additional help, to discuss student progress, as well as individual course problems.

Our staff has also been specifically trained to work effectively with a culturally and ethnically diverse student body. One of the key factors to the satisfaction of our students and the overall success of our business has been identifying key areas of operation and making sure that our staff and faculty are aware of them. Our admission office is open from 8:30am to 8pm so there is always someone that can address issues that arise and deal with any problems before they escalate. The Director of Admissions and Student Services and the Program Coordinator are well trained to answer any questions that may arise. The School Director is involved with students as well, monitoring correspondence, sending emails, and accepting any student that wishes to see her without prior appointments. Despite having their own responsibilities and daily routines, everyone from our staff has the information they need to answer any and all student questions and requests, or point you in the right direction. Some of the topics you can address with our staff members are:

- Admission and Academic Progress
- Designated School Officials will provide help with F-1 Visas and I-20 issues
- TOEFL Preparation questions
- Medical Insurance Programs for International Students
- Field Trips and other extracurricular activities
- And many more...just ask!

Students

Bell Language School has close to 270 students, although this number varies throughout the year. Our students come from all over the world (91 countries in our 10 years of operation) and the majority of them are in their 20's. To be eligible for our programs, students must:

- Be at least 17 years of age
- Fulfill all requirements of their visa status (If applicable)
- Have an introductory level of English proficiency and score the minimum required score on the placement exam
- Student should possess high native literacy

Please remember that our students come from all over the world and the school environment is multi-cultural and tolerant. Please be courteous and respectful of students around you and remember to speak English in school; this will help you learn quicker.

Prior to Your Arrival to the United States

SKYPE Interview with the School Director

Prior to your interview with the US Consul, you may request to speak with the school Director to make sure you are prepared for the interview and ask any final questions you may have. Take advantage of this opportunity to speak to the school Director live, as she has a great deal of experience and will be able to answer any questions you may have. You should get an email from the school administration regarding available times and dates for the interview. If you do not receive one, please write to info@bellschool.org.

Appointment with the US Consulate General

Upon successful registration and payment of your tuition, you will receive the following documents from Bell Language School:

1. Your I-20 form, a document that is required to obtain your F-1 Student Visa
2. An Acceptance Letter – A letter from Bell Language School stating that you have been accepted as a student
3. Letter for the US Consulate
4. SEVIS Receipt – Confirmation of your SEVIS payment
5. School Receipt – Confirmation of your payment to the School

When you receive this package, please make an appointment to see the US Consul to obtain your F-1 Student Visa. For instructions on how to make an appointment, please contact your nearest US Consulate.

What to bring to your appointment

It is important that you bring as many supporting documents to your appointment with the US Consulate, along with the package you have received from Bell Language School. These may include:

- Documents from work, allowing you to study in the United States for a specific time period
- Documents from school, allowing you to take courses in the United States and guaranteeing enrollment upon your return
- Documents supporting any of your claims and validating your reasons for studying in the United States, as well as convincing reasons that you will return to your home country upon completion of studies
- Documents showing any ties to your home country, such as ownership of real estate or other substantial personal property
- Any other documents that you feel may be helpful in assuring the US Consul of your intention of returning to your home country

30 Day Rule

Please remember that you may enter the United States no earlier than 30 day prior to the start of your classes in Bell Language School. Your start date is listed on your I-20 Form (The form with the barcode that you received with your welcome package. This information, along with other instructions should be available to you after your successful interview with the US Consul.

Student Housing

Bell Language School recommends dormitories and home stays that have proven to be reputable, clean, and close to the school. Please contact us at info@bellschool.org for the most recent list of housing options available **prior to your arrival** to make arrangements for your stay. Make sure you find out about the housing options as soon as possible because there are a limited number of rooms available and those rooms often fill quickly.

Also, make sure to fill out the housing application form.

(http://bellschool.org/uploads/downloads/housing_application.pdf)

Your other options include:

- **www.craigslist.org** lists apartments, home stays, and student dormitories throughout New York City

- **Baynews Newspaper** also has an extensive real estate section to assist you in your search for a place to live

Health Insurance

Although it is recommended for every student to obtain health insurance, we suggest that you do so upon arrival to the United States. A lot of companies may sell insurance, but not all insurances are accepted in the United States, so if you do purchase insurance in your home country, please check if it is accepted in the US. Information about where to obtain student health insurance is available at the admission office and at the school bulletins. Students may also buy insurance on the following websites: www.internationalstudentinsurance.com or aetnastudenthealth.com.

After your Arrival to the United States

Airport Pick Up

Bell Language School offers airport pick-up to take you to your place of stay. Please email info@bellschool.org to inform us of your arrival information. Also, please notify us of where you will be staying so we can send you directions to the school from your place of stay.

Public Transportation

Public transportation within the city is relatively inexpensive, convenient and efficient, particularly since the implementation of the MetroCard system. The present fare for a subway or local bus ride is \$2.25 with a MetroCard. Riders may purchase a MetroCard at subway booths and self-serve kiosks that can be used interchangeably on both subways and buses. If you put at least \$10 on a Metrocard, you get 7% added as a bonus.

Arrival to Bell Language School

Please remember to come to school before your scheduled start date. There some final preparations we have to make before you may start your classes. Upon your first arrival to the school, the school office will finalize your registration procedure, a process that entails the following:

- Signing your original documents such as the Enrollment Agreement, Disclosure Form, etc
- Making clean copies of your documents and arrival paper work
- Introduction to the school facilities and faculty, if possible
- Taking the **Placement Test** to determine your group placement

Placement Test

All new students must take a placement test to determine their level. This is a standardized test developed by Pearson Longman, a leading educational publisher of ESL materials. Students must take this test on one of the designated test days: Wednesdays and Fridays from 1:00pm to 3:00pm. The Placement Test structure consists of the following:

- The test length is approximately 90 minutes but please allow 2 hours to complete.
- Listening, Grammar, and Reading Comprehension are tested
- You will be given all required materials to take the test

The person responsible for your registration will review your Placement Test and your class placement will be based on the following test results:

Basic	9-16
Intermediate	17-33
High Intermediate	34-50
Advanced	51-63

If you feel that it is too difficult for you to study in the group that was assigned to you based on your test score, please speak with your teacher first and then contact the school office to resolve this issue.

Note: In order to be placed in a TOEFL Preparation Course or any selective course, students must demonstrate an advanced English proficiency level and obtain a score of 60 or higher on their placement test.

Schedule of Placement Tests in 2014

School in Session

January 6-February 14	<i>Mondays and Wednesdays at 1:00pm</i>
February 24- April 4	
April 14- May 23	
June 9- July 18	
July 28- September 5	
September 22- October 31	
November 10- December 19	

School Vacation

April 5 – April 15	<i>Mondays and Wednesdays at 1:00pm.</i>
May 24- June 8	
July 19 – July 27	
September 6- September 21	
November 1- November 09	
December 20-January 4, 2015	

- **Make sure to double check if the school is open and there are no holiday closings.**

Placement Test Requirements:

- no cell phones, dictionaries, or other electronic devices may be used during the test
- students may not collaborate with one another during the test
- the test is proctored by a school representative

Orientation Session

We provide to our students an opportunity to better acclimatize to life in the United States through an Orientation Session held by the school Director for all new students. During this discussion, the following information is given to our students to help you better understand life in the US and gives you an opportunity to ask questions that have arisen since your arrival. This information can also be discussed on an individual basis if students prefer to do so. Topics include, but are not limited to the following:

- Description of ESL programs (sequence)
- Testing system (grades), class registration, etc.
- College placement resources and information (how to pick the right college, introduction to CUNY, application requirements and deadlines, how to save on credits and housing, where to buy books, etc)
- How to open a bank account
- How to apply for a driver's license
- F-1 Student requirements and Change of Status procedures
- Student housing assistance
- Medical Insurance assistance
- TOEFL consulting

Schedule of Orientation Sessions 2014

Thursday	January 2, 2014	1PM
Wednesday	February 19, 2014	1PM
Wednesday	April 9, 2014	1PM
Wednesday	June 4, 2014	1PM
Wednesday	July 23, 2014	1PM
Wednesday	September 17, 2014	1PM
Wednesday	November 5, 2014	1PM

Field Trips and Activities

It has become part of the Bell Language School tradition to organize a Field Trip or other cultural related activity at the end of every session. Students have enjoyed popular destinations throughout New York City such as the Metropolitan Museum of Art, the Brooklyn Museum, Central Park, Museum of Modern Art, Botanical Garden, Yankee Stadium, and many others. As part of this tradition, our staff and instructors also organized cultural exchange projects, where students would share their culture with others by bringing in traditional dishes, dressing in traditional clothes, and playing traditional games. We also organized sporting events and picnics where students got a chance to get to know one another through spending time outside of school and sharing many different aspects of their lives in America and at home. For pictures of past student events, please go to www.bellschool.org

School Vacations

Please remember that you have a break between sessions. This gives you a chance to explore New York City, as well as other areas of interest around the country. Being an international student, you may travel anywhere in the country, but please make sure to have your paper work with you such as your passport and I-20 Form. If your F-1 Visa is still active in your passport, you may wish to travel abroad as well, but make sure to see the school Director prior to making plans as there are certain steps she has to take in order for you to safely do so.

It is very important for you to remember that **there are no authorized vacations granted by Bell Language School** outside of the between session breaks (breaks vary in length, but can be from 1 to 3 weeks, depending on time of year). Please make all travel arrangements during these time periods only, and remember that studying is your number one priority while in Bell Language School.

ADDITIONAL STUDENT INFORMATION

School Catalogue

Upon successful registration and enrollment in Bell Language School, you will be provided with a School Catalogue. Please remember to read it carefully as it has a lot of resources and guidelines for you to succeed. Many of your questions will be answered by reading this catalogue and it includes all of the forms that you may need throughout your studies here.

Important Telephone Numbers

The following is a list of important telephone numbers to make your life in New York City easier.

- **1 (347) 674-4707 – Bell School Emergency Phone number**
- 911 – Emergency Services (Police, Fire Department, Ambulance)
- 311 – Important City Information directory
- NYSED, BPSS - Albany Office (518) 474-3969, New York City Office (212) 643-4760
- US CIS (Immigration Department) – (800) 375-5283
- New York Department of Motor Vehicles **(718) 966-6155**
- **Social Security Administration (800) 772-1213**
- **TOEFL Registration 1-877-863-3546** (Monday–Friday, 8 a.m.–7:45 p.m. Eastern Time, except for U.S. holidays)

Driver's License

In order to operate a car or motorcycle in New York you must obtain a Driver's License from the Department of Motor Vehicles. In order to do this you will have to take a written and driving test, as well as provide your passport, I-20, I-94, visa as well as other required information. Please refer to the phone number above to obtain up to date information on Department Of Vehicles procedures.

Identity Theft

Please be aware of a recently developed form of theft called Identity Theft. This form of theft involves the criminals assuming your identity and making changes to your Credit History or making purchases in your name.

You can avoid identity theft by doing the following:

- Keep photocopies of all of your credit cards and account information in a safe place
- Carry a copy of your passport, while keeping the original in a safe place
- Review your bank account statements for any suspicious of strange
- Keep you social security number secret, and the card safe. Carry only a copy
- Do not give your personal information over the phone or internet, unless you know the person or company
- Do not give you password in response to questions from a company or bank
- Place your outgoing mail in a safe place like a mail drop box

We are looking forward to seeing you as a student at Bell!

Appendices

Appendix A: Enrollment Agreement

Bell Language School

1535 McDonald Ave Brooklyn, NY 11230, USA

tel: 718-998-6060 fax: 718-998-0602 email: info@bellschool.org www.bellschool.org

ENROLLMENT AGREEMENT

Student Name:

Student ID:

Address:

Telephone:

Bell Language School and the above student enter into this agreement under which the student will pay tuition and fees as indicated below. The student agrees to adhere to the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the program selected below in accordance with Education Law and Commissioner's Regulations.

English Programs:

Basic Grammar A 72 hours

Advanced Reading and Writing 120 hours

Basic Grammar B 72 hours

Advanced Conversation A 48 hours

Basic Conversation A 48 hours

Advanced Conversation B 48 hours

Basic Conversation B 48 hours

Business English 120 hours

Intermediate Grammar A 72 hours

Business Communication in English 120 hours

Intermediate Grammar B 72 hours

All about the U.S. 72 hours

Intermediate Conversation A 48 hours

Movie Club 48 hours

Intermediate Conversation B 48 hours

English for Communication 120 hours

High-intermediate Grammar A 72 hours

Accent Reduction 24 hours

High-intermediate Grammar B 2 72 hours

American Idioms 24 hours

High-intermediate Conversation A 48 hours

College Prep Course 72 hours

High-intermediate Conversation B 48 hours

Academic Writing 48 hours

Advanced Grammar A 72 hours

Reading and writing about New York City 120 hours

Advanced Grammar B 72 hours

TOEFL PREP. Course 1 120 hours

TOEFL PREP. Course 2 120 hours

* Curriculum is subject to change.

Schedule :

8-30 a.m. – 12-15 p.m. –morning shift or 6 p.m.-9-45 p.m. evening shift

M-F 4 hours daily, 20 hours weekly (full-time program)

8-30 a.m. – 12-15 p.m. –morning shift or 6 p.m.-9-45 p.m. evening shift

M-w 4 hours daily, 12 hours weekly (part-time program)

8-30 a.m. – 12-15 p.m. –morning shift or 6 p.m.-9-45 p.m. evening shift

Th-F 4 hours daily, 8 hours weekly (part-time program)

Cost per program:

Registration: Intensive Program (full-time)-\$100 (non-refundable) to include Weekly Intensive study for 4 weeks and more, Part-time 3 days a week study-\$100 (non-refundable), Part-time 2 days a week study and Weekly Intensive Study for less than 4 weeks-\$50 (non-refundable)

Processing fee for international students: \$150 (non-refundable),

Mailing fee: \$30 - domestic, \$85 - international (non-refundable), DHL-\$130(non-refundable),

Educational materials: \$20-\$50 (per course) (non-refundable)

Wire transfer bank fee \$35 (non-refundable),

Bounced check fee \$35 (non-refundable),

Tuition and School

Full Time Program (5 days a week)

Duration	Applied in the U.S.	W/Prepayment Discount	Applied from Abroad	W/Prepayment Discount
1 weeks	\$115			
2 weeks	\$205			
3 weeks	\$305			
4 weeks	\$410			
5 weeks	\$515			
6 weeks	\$540		\$840	
12 weeks	\$1,080	\$1,030	\$1,380	\$1,330
18 weeks	\$1,620	\$1,520	\$1,920	\$1,820
24 weeks	\$2,160	\$2,010	\$2,410	\$2,310
30 weeks	\$2,700	\$2,500	\$3,000	\$2,800

36 weeks	\$3,240	\$2,990	\$3,540	\$3,290
42 weeks	\$3,780	\$3,480	\$4,080	\$3,780
48 weeks	\$4,320	\$3,970	\$4,620	\$4,270

Part Time Program:

Part-time Costs per Session (1 days a week) 6 weeks course \$150
 Part-time Costs per Session (2 days a week) 6 weeks course \$260
 Part-time Costs per Session (3 days a week) 6 weeks course \$325

Cost per instruction:

Total Cost:

Payment Plan:

Program Length:

Start Date: _____ Expected Graduation Date: _____

Method of Payment: _____

Refund Policy:

1. All refund requests must be done in writing.
2. Refunds will be processed within maximum 45 days from the date of the written request.
3. The student is liable for Tuition as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew completed.
4. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable fees.

Thereafter, a student will be liable for

- * the cost of any textbooks or supplies accepted plus
- * tuition liability as of the student's last date of physical attendance.

Tuition refund is determined by the percentage/week of the program attended by the student. One week is equal to 15 % of the 6-week session.

Tuition Refund per Session

Student withdraws after ___ of the session		Tuition kept by School	Tuition Refund received by Student
%	Week #	%	%
0-15 %	Week 1	0 %	100 %
16-30 %	Week 2	25 %	75 %
31-45 %	Week 3	50 %	50 %
46-60 %	Week 4	75 %	25 %
61-100%	Weeks 5-6	100 %	0 %

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement, school catalog and student consent to use media material for school advertising.

Student Signature _____ Date _____

The agent who enrolled me was: _____ **Cert. #:** _____

Student Signature _____ Date _____

I have received a copy of the Student Disclosure Material. Student Signature _____ Date _____

Bell Language School

Proficiency Descriptors

Level	Descriptors
<i>Basic</i>	<p>English language learners at the basic level are beginners and demonstrate dramatic growth through the progression of the course. A student at the basic level:</p> <ul style="list-style-type: none"> - Is able to understand basic greetings, commands, simple phrases and other English in highly contextualized situations - Has knowledge of the English alphabet - Demonstrates little or no control over grammar - Has a low English language production ability - Answers questions with single words and simple phrases - Can express basic needs - Speaks slowly and with difficulty - Hesitates frequently and pauses for long periods of time when speaking - May require additional linguistic support and adaptation such as gestures, visuals, slower speech, simplified language and other verbal cues
<i>Intermediate</i>	<p>English language learners at the intermediate level start to respond to varied communication tasks with increasing ease and are able to use learned material to meet their language needs. A student at the intermediate level:</p> <ul style="list-style-type: none"> - Expresses personal feelings, needs, ideas and opinions - Can comprehend and communicate information on familiar topics or in contextualized settings - Can sustain conversation with others using limited vocabulary - Has control over basic grammar - May hesitate or pause when speaking - Can read and comprehend more complex texts supported by graphics or pictures - Can express ideas using information within structured contexts - Can write using vocabulary and ideas from learned content areas - Uses punctuation in learned tasks - May require minimal linguistic support and adaptation
<i>High Intermediate</i>	<p>English language learners at the high intermediate level begin to utilize their English skills in more complex situations. A</p>

	<p>student at the high intermediate level:</p> <ul style="list-style-type: none"> - Expresses more complex feelings, needs, ideas and opinions using extended oral and written production - Responds to questions using extended discourse and attempts to use new language - May have inconsistent control of complex grammar - Uses punctuation consistently - Can determine meaning by using context clues and word analysis - Can write simple paragraphs with supporting details - Interacts with increasingly complicated written material - Constructs complex sentences in learned patterns - Can sustain conversation with others using extended vocabulary and complete sentences - Speaks without much hesitation
<i>Advanced</i>	<p>English Language Learners at the advanced level communicate effectively with various audiences on a wide range of topics, both familiar and unfamiliar. A student at the advanced level:</p> <ul style="list-style-type: none"> - Expresses increasingly complex feelings, needs, ideas and opinions in a variety of settings using more elaborated discourse - Is able to comprehend concrete and abstract topics - Can produce, initiate, and sustain extended interactions - Can clarify meaning by rewording - Can peer and self edit - Can make inferences, predictions, and compare and contrast items in texts - Does not hesitate or pause when speaking - Uses complex grammar with few mistakes - Is able to go beyond learned patterns and construct new sentences - Can tailor language to specific purposes and audiences: academic and non-academic
Elective Courses	<p>In order to participate in an elective course, a student must be at the advanced level and exhibit advanced proficiency.</p>