



Catalog-2022

January 3, 2022 – December 16, 2022

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Hollywood Education Institute Catalog, 2022

The *Hollywood Education Institute Catalog* is the document of authority for all students. The information provided in the *Hollywood Education Institute Catalog* supersedes any information that may be contained in any bulletin, newsletter, or other written form of communication. The institute reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings and any other contents of this catalog at any time.

The *Hollywood Education Institute Catalog* was published in January 2022 as the document of authority for the following academic year: January 1, 2022 – December 31, 2022. It is also available on the school website www.hollywoodinstitute.net

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Our address and physical location where the classes will be held:

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Disclosures:

- Hollywood Education Institute is Certified by the Bureau of Private Postsecondary Education (BPPE)
- Hollywood Education Institute is accredited by the Accrediting Council for Continued Education & Training (ACCET).
- Hollywood Education Institute does not offer any licensure programs, and as such, students who enroll in any of Hollywood Education Institute's programs are not eligible to sit for licensure examinations in California and/or any other states.
- Hollywood Education Institute does not offer job placement, and its programs are not recognized for employment positions.
- None of the lessons will occur in a language other than English

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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Mission

The mission of Hollywood Education Institute is to help students develop the English language skills required for their academic and professional endeavors. Hollywood Education Institute offers a variety of English Language programs including Standard English as a Second Language (ESL), Semi-Intensive English as a Second Language (ESL), and Intensive English as a Second Language (ESL).

Goals

1. To maintain a quality and thorough educational programs to students
2. Students will be able to apply the knowledge and skills they learn to other challenges.
3. The Institution can integrate technology to enhance teaching and learning to improve technology infrastructure and expand strong support for both students and faculty.
4. To create a culture of continuous improvement and enhance institutional effectiveness.
5. To expand marketing opportunities to attract and recruit prospective students and gain an edge over competitors.
6. To accomplish the mission with sustainable financial resources.

History

Hollywood Education Institute is a private institution founded in 2006 to assist individuals in acquiring the following skills: speaking, listening, reading comprehension and writing in English as a Second Language for academic and professional purposes. The school is located in a multi-ethnic and multi-cultural community within the Greater Los Angeles area that attracts a significant number of international students and immigrants. As evidenced by the enrollment data for the past nine years, the school has experienced a continued market demand for the programs it offers. The history of successful training is evidenced by the school's completion rates for its ESL.

Facilities

Hollywood Education Institute occupies a leased office space in a professionally managed office building.

Institutions occupancy measures, roughly 3764 sq.ft. Upon entering the school, you walk into the reception area (17' x 4'). If you go straight there is the school Directors office (16' x 11') which has the file room attached to it (5' x 12'). There are 4 classrooms in total, 3 of which are the same size (20' x 14') and the 4th one is twice the size of the other classrooms.

There is also an extra space for the staff. To the right side of the office is located the computer room (17'x14') which has a testing room attached to it (6' x 6'). Right across the computer room you can find the lounge (19' x 14') for students and instructors. The institution shares a restroom with one other tenant on the third floor; it is accessible with a key.

Equipment

There are numerous computers with internet access in the computer lab (to which students have full access) and an electronic sign-in/out computer station in the reception area. Projection machines, speakers, digital and video cameras, radio, CD players, televisions, and whiteboards are all available for in class use. Printers, copy machines and additional computers are located in the reception area and the School Director's office. There are also numerous chairs in the computer lab. The lounge is equipped with countertops, tables, microwaves, mini-fridges and chairs for the students and instructors to use. Foldable desk/chairs are utilized by students during class time. All the classes are equipped with projectors, which are used for audio/video visual material for the students. Also, students have access to Wi-Fi for academic and non-academic purposes.

Materials

Each level is assigned with two to three books which were carefully selected by the Hollywood Education Institute's Academic Director.

Notice of Student Rights and Responsibilities

Hollywood Education Institute is dedicated to supporting and maintaining an academic environment with values which include civility, dignity, diversity, education, equality, honesty, and safety.

When students choose to accept admission to Hollywood Education Institute, they accept the rights and responsibilities of its student body and are expected to uphold its previously stated values by maintaining a high standard of conduct.

Hollywood Education Institute has developed policies and procedures that outline specific standards to be followed and measures taken when handling its state of affairs. The purpose of this Notice of Student Rights and Responsibilities is to inform students that they are endowed with certain rights and are expected to conduct themselves in an appropriate manner. It does not replace the aforementioned policies and procedures, nor does it constrain the procedures or guidelines outlined in those policies. As such, students are required to educate themselves on their rights and responsibilities by reading and confirming that they understand all student related policies and procedures.

Admissions

Students may gain admission to Hollywood Education Institute by satisfying the following requirements:

1. Applicants must be at least 18 years of age and able to provide proof of age.
2. All individuals that wish to apply must complete an admissions Application. Admissions Applications can be requested from the school administration office or downloaded from the school website. The application must be completed thoroughly, or it will be returned without action.
3. All applicants must submit an appropriate application fee with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed. The application fee is non-refundable.

4. All applicants are required to submit all required documents in order to assess the admission eligibility.
5. All applicants from both domestic and international must submit a high school diploma or its equivalent which show completion of high school or GED. Once accepted for admission; students must complete the enrollment process and register for classes. This requirement may be satisfied during your first term at Hollywood Education Institute through the submission of:
 - An official diploma (or transcript showing graduation) sent directly to Hollywood Education Institute (either mailed or submitted online); or
 - A color scan/photocopy of the original diploma (or transcript showing graduation)
 - A black and white scan/photocopy of the original diploma (or transcript showing graduation) certified by a notary sent directly to Hollywood Education Institute (either mailed or submitted online).

Diplomas and transcripts must be submitted in English. Diplomas and transcripts that are not in English must be submitted together with an official notarized translation. Applicants unclear about what qualifies as an official copy of their diploma and/or transcript are asked to info@hollywoodinstitute.net

6. The enrollment process includes completing the Placement Examination which to determine his/her proficiency level and selecting their preferred program/class schedule. Hollywood Education Institute uses examination which developed by the curriculum team in order to measure the students' knowledge and be placed in one of our 4 levels.
7. Admission is only valid for the term in which the applicant was accepted. Payment of all fees and tuition are due at the time of registration.
 - 7.1 New students are required to pay enrollment fees and tuition at time of registration. Students who fail to pay at registration are required to pay in full within three weeks of his/her individual start date. New students who fail to pay enrollment fees and tuition within 3 weeks of start date will be terminated.
 - 7.2 Students who are extending their length of study are required to pay tuition at registration for the upcoming unpaid quarter. Students who fail to pay at registration are required to pay in full within three weeks of his/her new individual enrollment date. Continuing students who fail to pay tuition within 3 weeks of new enrollment start date will be terminated.
8. The school requires all candidates who previously applied but did not complete the enrollment process to repeat the entire process. Any student who has withdrawn or has been dismissed from the school and wishes to return must submit a new application for readmission to the school.

In certain cases, the Office of Admissions may require applicants to present additional documentation. All documents submitted for admissions consideration must be received by the Hollywood Education Institute prior to beginning studies. Documents submitted become the property of Hollywood Education Institute and will not be returned to applicants.

Level Placement

Hollywood Education Institute's placement examination is designed to assess the level of English language proficiency as well as to evaluate the language-readiness of the students and is scored on the following point scale:

Total Score	Level Placement
59 and below	Beginning
60-79	Intermediate I
80-99	Intermediate II
100 and above	Advanced

Beyond the evaluation methods outlined above, students are not required to provide further proof of English proficiency.

Transfers

Hollywood Education Institute has numerous articulation agreements with colleges and universities throughout the United States that will offer conditional admission to Hollywood Education Institute graduates.

The following colleges have a special agreement with Hollywood Education Institute and will enroll graduates of Hollywood Education Institute with no TOEFL score:

- Southern California State University (SCSU)
- Wesley College
- New York Film Academy
- Anderson University
- San Joaquin Delta College
- Widener University
- Goldenville University

However, students who wish to transfer to Hollywood Education Institute from other colleges and universities must complete the placement examination and the admission process detailed above. Hollywood Education Institute offers non-credit courses and therefore does not recognize any credits earned at the other institutions.

Transfer of Credit, Challenge Examinations, Achievement Tests and Experiential Learning

Hollywood Education Institute does not award credit from transfer of credit, challenge examinations, achievement tests, based on experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hollywood Education Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you 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 Hollywood Education Institute to determine if your certificate will transfer.

At this time, Hollywood Education Institute offers non-credit courses and therefore does not recognize any credits earned at the other institutions in the course of ESL study or through challenge examinations and achievement tests.

Special Needs

Hollywood Education Institute understands the importance of providing an equal playing field for all students and hopes to someday have the ability to provide the accommodations needed to create such an environment for all prospective students who require these accommodations; however, at the moment Hollywood Education Institute is not equipped to provide the needed accommodations, and for that reason it is extremely apologetic. If the student require reasonable accommodations, please contact Administrative Manager.

Non-Discrimination Policy

Hollywood Education Institute is in accordance with the United States Equal Employment Opportunity Commission (EEOC) and is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race/color, religious affiliation/belief, ethnic/national origin, sex/gender, sexual orientation, marital status, pregnancy, age, disability, veteran status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

Gainful Employment

The job classification prepares graduates of Standard ESL, Semi-Intensive ESL, and Intensive ESL programs are 25-3011 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors, using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.

Programs

- Standard ESL
- Semi-Intensive ESL
- Intensive ESL

All programs are a 24-month program that is divided into eight 11-week quarters. There are four proficiency levels: Beginning, Intermediate I, Intermediate II, and Advanced. Each proficiency level is divided into two quarters and each quarter is divided into three modules and a student must complete an assessment at the end of each module and receive a cumulative score of 70% or higher in order to pass the quarter. Students who have successfully completed a quarter are evaluated for advancement to the subsequent level at the end of each quarter. A student has completed the entire program and is eligible to graduate upon completing and successfully

passing the Advanced level. Students may also request a certification of completion for each level he/she has successfully completed.

Standard ESL (1636.8 hours)

This program has been designed to provide students with an opportunity to acquire language skills methodically using an integrated skills approach. Students improve language skills through qualified instruction in a small group setting. The skills-based curriculum assures a system approach to language acquisition.

After successful completion of the program, students will be able to:

- Abstract major ideas from a text, even when it contains complex language
- In speaking, ideas are generally well-developed and expressed coherently
- Understand many different ways that speakers use language for purposes other than to give information
- Heighten their awareness of correct usage of English grammar
- Enlarge their vocabulary throughout a variety of reading passages.

Semi-Intensive ESL (2112 hours)

This program is designed for students who want a more immersive curriculum with extended study periods. The Semi-Intensive English classes combine formal instruction with fun, engaging activities that promote a deeper understanding of the English language.

After successful completion of this program, students will be able to:

- Increase their reading speed and comprehension of academic articles.
- Improve their speaking ability in English both in terms of fluency and comprehensibility synthesize information, even when it is not presented in sequence, and make correct inferences on the basis of that information
- Able to summarize the main points and illustrate ability to make comparisons between the reading and lecture
- Enlarge idioms in a variety of different contexts and use idioms confidently in conversations and discussions.
- Incorporate new material into a passage

Intensive ESL (2464 hours)

This program is the most comprehensive program at Hollywood Education Institute and is designed for students who want to improve their English language skills at a rapid pace. This program is designed to include both formal instruction and fun, engaging activities to assist students in developing their language skills for both academic purposes & day-to-day English interactions.

After successful completion of this course, students will be able to;

- Recognize the expository organization of a text and the role that specific information serves within the larger text.
- Plan and deliver a well-organized speech on an advanced-level topic.
- Understand main ideas and important details, whether they are stated or implied
- Use correct English grammar to develop a well-organized essay
- Have a very good command of academic vocabulary and grammatical structure

Levels

ESL Level 1 – Beginning: These courses cover the beginning level of reading and vocabulary, listening and speaking, and grammar and writing. Upon completion of these courses, students should be able to correctly write basic sentences and comprehend conversational sentences. Class activities and assignments are geared towards expanding student knowledge and usage of English vocabulary and structure.

ESL Level 2 – Intermediate I: These courses cover the intermediate level of reading and vocabulary, listening and speaking, and grammar and writing. At the beginning of class, students are expected to correctly write simple sentences and cohesive paragraphs. Class activities and assignments are aimed towards expanding student knowledge and usage of English vocabulary and structure. In addition, these courses will focus on transitioning from paragraph to essay. Furthermore, students will review reading strategies, study skills, computer skills (word processing), and library and research activities. Finally, students will be writing both in and outside of the classroom.

ESL Level 3 – Intermediate II: These courses cover the high intermediate level of reading and vocabulary, listening and speaking, and grammar and writing. At the beginning of class, students are expected to correctly write complex sentences and cohesive paragraphs. Class activities and assignments are geared towards expanding student knowledge and usage of English vocabulary and structure. In addition, these courses will focus on transitioning from paragraph to essay. Furthermore, students will review reading strategies, study skills, computer skills (word processing), and library and research activities. Finally, students will be writing both in and outside of the classroom.

ESL Level 4 – Advanced: These courses cover the advanced level of reading and vocabulary, listening and speaking, and grammar and writing. Upon completion of these courses, students should be able to read and write college level sentences and cohesive paragraphs. Also, students should be able to converse sufficiently and be prepared for college level academic work. Class activities and assignments are aimed towards expanding student knowledge and usage of English vocabulary and structure. In addition, these courses will focus on transitioning from paragraph to essay. Furthermore, students will review reading strategies, study skills, computer skills (word processing), and library and research activities. Finally, students will be writing both in and outside of the classroom.

Hours

- Standard ESL Classes are from 9:00 am – 12:45pm (Mon.-Fri.)
- Semi Intensive ESL Classes are from 9:00 am – 2:35 pm (Mon-Thu), 9:00 am – 12:45pm (Fri.)
- Intensive ESL Classes are from 9:00 am- 3:50 pm (Mon.-Thu.), 9:00 am – 12:45 pm (Fri.)

Length of Programs

Standard ESL Program, Semi Intensive ESL Program and Intensive ESL Program are 24-month programs with four levels: Beginning, Intermediate I, Intermediate II, and Advanced. Each level is broken down into two quarters and is completed in 22 weeks.

Student/Teacher Ratios

To maintain quality education, Hollywood Education Institute has set the maximum Student/Teacher Ratios per classroom to ensure that students will receive the highest quality of education. Hollywood Education Institute will increase the number of classrooms for that level when the number of students has exceeded maximum student/teacher ratio. Hollywood Education Institute quarterly measure student/teacher ratios

Maximum Student/Teacher Ratios

Programs:

- Standard ESL: 18/1
- Semi-Intensive ESL: 18/1
- Intensive ESL: 18/1

Student Records Confidentiality Policy

All educational and financial records are confidential and are protected by the Family Educational Rights and Privacy Act (FERPA). Hollywood Education Institute is legally and ethically obligated to safeguard the confidentiality of any information in these records and therefore, the Authorized person only has access to the specific information required in the performance of their job function.

Students may access their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty authorized representative of the school.

All student admission, academic, and financial files are securely filed in locked fireproof cabinets. Electronic files are safeguarded with passwords known only to the School Director and any other authorized personnel.

Documents or printed pages that contain personally identifiable information such as student identification numbers, name, address, phone, etc. are shredded rather than thrown in the trash.

For information regarding retention of records, see the school's Record Retention Policy.

Records Retention Policy

In accordance with the California Education Act Title 3 section 94900(b) and Title 5 section 71930(b) (1) Hollywood Education Institute's student recordkeeping policy will require that all student records are retained onsite for five (5) years, and transcripts kept permanently. The academic and financial records shall be maintained in separate files.

Student record file cabinet is fireproof, lockable, and to be maintained in a secure administrative office at the school. In addition, as an extra measure for security and safekeeping of records, all academic and financial records will be electronically scanned and/or photocopied and stored at an offsite location. This will ensure that, should one copy be destroyed, a backup copy exists.

Only the authorized staff will have access to the student records, and the privacy of these records is considered to be of paramount importance.

In addition to permanently retaining student transcripts, the institution shall maintain for a period of 5 years the pertinent student records from the date of completion or withdrawal.

The student records to be kept include:

- A copy of the signed and dated enrollment agreement.
- A copy of the students' grades.
- A record of the courses attempted, whether or not completed.
- A record of the student's attendance.
- A copy of all documents signed by the student.
- A copy of all complaints received from the student.
- A record of any refund made, the date made, and the check number, as applicable; the refund record will show how the calculation for the refund was made. See Refund Policy for detailed refund information.

Copyright Policy

Hollywood Education Institute is in compliance with the *Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code* which states:

Any student, faculty and/or staff who violates any of the exclusive rights of the copyright owner as provided by sections 106 through 122 or of the author as provided in section 106A (a), or who imports copies or phonorecords into the United States in violation of section 602, is an infringer of the copyright or right of the author, as the case may be. For purposes of this chapter (other than section 506), any reference to copyright shall be deemed to include the rights conferred by section 106A (a). As used in this subsection, the term "anyone" includes any State, any instrumentality of a State, and any officer or employee of a State or instrumentality of a State acting in his or her official capacity. Any State, and any such instrumentality, officer, or employee, shall be subject to the provisions of this title in the same manner and to the same extent as any nongovernmental entity.

The legal or beneficial owner of an exclusive right under a copyright is entitled, subject to the requirements of section 411, to institute an action for any infringement of that particular right committed while he or she is the owner of it. The court may require such owner to serve written notice of the action with a copy of the complaint upon any person shown, by the records of the Copyright Office or otherwise, to have or claim an interest in the copyright, and shall require that such notice be served upon any person whose interest is likely to be affected by a decision in the case. The court may require the joinder, and shall permit the intervention, of any person having or claiming an interest in the copyright.

Intellectual Property

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Assessment Policy and Procedure

At Hollywood Education Institute, assessment holds the clear and distinct purposes of supporting teaching and learning by identifying what students are capable of doing and their level of informational knowledge and assuring satisfactory progress.

Prior to enrollment students are expected to complete a placement examination in order to determine their level of placement.

Once enrolled, students are assessed three times during an eleven-week period via course related module tests, midterm, and final examinations.

Post contract completion, students are asked to complete an achievement examination in order to measure their level of improvement, while enrolled at Hollywood Education Institute.

The grading scale is as follows: A (90-100%), B (80-89%), C (70-79%), D (60-69%), and F (59% and below).

Class participation (i.e. homework, presentations, and group projects) is factored into numeric grades and accounts for 10% of the cumulative score.

Class Participation and Attendance	Module 1 Test	Midterm	Final	Total
10%	30%	30%	30%	100%

Homework and participation account for 10% of a student's final grade. Of that 10%, 5% comes from the homework assignments and the other 5% comes from participation points. All homework assignments are graded using a standardized grading rubric. Participation points are awarded based on students' in-class behavior using an electronic database.

Homework/Participation = 10% of students' final grade.

Of that 10%, Homework is worth 5% and Participation is worth 5%

Homework: There are 10 homework assignments (one homework assignment per week, except for the final week). Each homework assignment is worth 9 points for a total of 90 points. The following is a conversion table. Homework is graded using a grading rubric.

Homework – Grade Breakdown		
Points Earned		Percentage Worth
82-90	→	5%
73-81	→	4.5%
64-72	→	4%
55-63	→	3.5%
46-54	→	3%

37-45	→	2.5%
28-36	→	2%
19-35	→	1.5%
10-18	→	1%
1-9	→	.5%
0	→	.0%

Participation: There are 10 available participation points (One point is awarded per week, except for the final week). Participation points are awarded based on students' behavior and in-class engagement (e.g. student pays attention and speaks during pair activities). Instructors use an electronic database to award participation points.

Participation – Grade Breakdown		
Points Earned		Percentage Worth
10	→	5%
9	→	4.5%
8	→	4%
7	→	3.5%
6	→	3%
5	→	2.5%
4	→	2%
3	→	1.5%
2	→	1%
1	→	.5%
0	→	.0%

Grades and all assessments are collected and maintained by the school's administration. Instructors score all tests and examinations. Administrative staff and Instructors manage the grading and Satisfactory Progress Report in electronic.

Placement and achievement examinations, which are administered prior to enrollment and post contract completion, are administered electronically. Placement and achievement examinations are developed and maintained by the curriculum team. Course specific assessments such as midterms and final examinations are developed by faculty members. All tests and assessments are reviewed and modified as needed by the Academic Director.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress is defined as each student maintaining a cumulative grade point average of 70% = C or better. For determining satisfactory progress and facilitating discussion of the student's training progress, a progress report is administered to the student for each module, for all programs.

Grading Format

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
D = Poor	60% - 69%
F = Failure	Below 60%
I = Incomplete	

All students are required to maintain a cumulative minimum attendance of 80% and progress a cumulative grade point average of 70% = C or better at the end of each 11-weeks quarter. The program of Standard ESL, Semi-Intensive ESL and Intensive ESL are consisting of four academic proficiency levels (i.e. Beginning, Intermediate I, Intermediate II, and Advanced), and each level is divided into two 11-weeks quarters.

Each 11-weeks quarter has 3 examinations: Module 1 Test, Midterm and Final.

Program	Clock Hours
Intensive ESL (4 Levels)	2464.0
Semi-Intensive ESL (4 Levels)	2112.0
Standard ESL (4 Levels)	1636.8

Graduation Requirement

Students must have a cumulative grade point average of 70% or "C" grade and 80% cumulative attendance in order to be considered for graduation. Upon successfully graduating the program level, meeting all completion requirements, students will receive a Certificate.

The Certificate will be available to graduates no later than 30 days from the last day of attendance unless Student Services receives a written request to provide it earlier.

All programs require that students take a placement and exit exam. No internships are required to complete any of Hollywood Education Institute's programs.

Proficiency Levels

If a student does not achieve a 70% or a "C" at the end of 11-weeks quarter he/she must repeat the current program level with a documented learning plan.

Academic Probation

A student achieving a grade point average below 70% or a "C" at the time of evaluation will be advised of his/her unsatisfactory academic progress and placed on academic probation with a documented learning plan for 11 weeks in any programs until such time as his/her grade point average reaches a minimum of 70% or "C". A student's visa remains active while on probation. If the student fails to achieve a "C" average within 11 weeks, he/she will be withdrawn and the student's withdrawal will be reported to the SEVIS.

Hollywood Education Institute will automatically administratively withdraw a student after s/he has been absent for a maximum of 30 consecutive calendar days.

The student will be notified verbally and in writing if he or she is being administratively withdrawn for unsatisfactory academic progress.

Language Training Length

A student may obtain training from Hollywood Education Institute for a maximum of 36 months.

Appeal

If a student does not agree with a progress report or probation status, he/she may appeal the statements/decision. He/she must submit a written appeal to the School Director within one week of the progress report meeting with documentation to support the appeal, where appropriate. The Director will make a decision within seven days and notify the student of her decision in writing.

Academic Integrity Commitment

The maintenance of academic integrity and quality education is the responsibility of each student at Hollywood Education Institute. Cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less-severe disciplinary action. Academic dishonesty is a serious offense that diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system. Academic dishonesty includes:

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- a. Students completing any examination should assume that external assistance (e.g. books, notes, calculators, conversations with others) is prohibited unless specifically authorized by the instructor.
- b. Students may not allow others to conduct research or prepare any work for them without advance authorization from the instructor.
- c. Substantial portions of the same academic work may not be submitted for credit in more than one course without authorization.

1. Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.

2. Facilitation of academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

When a student is found to have violated academic integrity, the instructor is required to notify the Academic Director and the student(s) involved.

A course grade of 'F' may be assigned or another grade penalty may be applied at the discretion of the course instructor. Additional disciplinary sanctions are determined by the Academic Director. Disciplinary sanctions may include disciplinary probation, suspension, permanent expulsion from the institution, or from the Hollywood Education Institute system, administrative hold on the release of records, and withholding a certificate. Disciplinary probation shall be noted on the student's formal academic record only for the duration of the probationary period.

Attendance Policy and Procedure

Hollywood Education Institute has developed the following policy and procedure to elucidate the attendance requirement of students. Hollywood Education Institute students must maintain a total attendance percentage of eighty percent or higher (i.e. 80% overall attendance) regardless of visa status for both on-campus and online students. Tardiness and/or early departures result in

reduced class/clock hours. A student is considered tardy if he/she is not in classroom by the time their first class is scheduled to begin or in their assigned classroom within the first five minutes of the scheduled class time (e.g. if a class is scheduled to begin at 9:00 a.m., a student must have logged into the school's attendance application by 9:00 a.m. and in their assigned classroom by 9:05 a.m.). A student is considered an early departure if he/she does not remain in their assigned classroom until the class has been dismissed (e.g. if a class is scheduled to end at 10:05 a.m., a student must remain in class until 10:05 a.m.). Total attendance percentage is tracked and calculated electronically and students can view their total attendance percentage while logging in and out of the attendance application. As an added measure, both tardiness and early departures are tracked with the use of an attendance roster, which is completed daily by an instructor for his/her class.

Hollywood Education Institute will automatically administratively withdraw a student after s/he has been absent for a maximum of 30 consecutive calendar days.

The student will be notified verbally and in writing if he or she is being administratively withdrawn for unsatisfactory academic progress.

Leave of Absence Policy

A leave of absence is defined by Hollywood Education Institute as a temporary break in a student's attendance during which she/he is considered to be continuously enrolled. The student must sign and date the Leave of Absence Request Form together with the required documentation for the LOA request. No additional charges are assessed for applying or taking Leave of Absence. Any Student enrolled under an F-1 visa, in addition to the school policy regarding leave of absence, needs to comply with the regulations of the Department of Homeland Security.

A leave of absence will be granted based on:

Medical Leave

- a. medical letter from doctor
- b. student remains in United States for F-1 student
- c. written Leave of Absence Form

Vacation

- a. completion of at a minimum of six months of enrollment
- b. student remains in United States for F-1 student
- c. no longer than 4 weeks of vacation
- d. written Leave of Absence Form

Personal Leave

- a. only one Leave of Absence will be granted during any 12-month enrollment period
- b. must be out of the United States for F-1 student
- c. justifiable reasons for the leave
- d. no longer than 4 weeks of leave
- e. written Leave of Absence Form

1. Medical Leave Policy

A medical leave is a temporary break in study for documented medical purposes during which time an international F student remains in the United States and is considered to be continuously enrolled with a reduced course load, consistent with federal regulations. If a Medical Leave is required, a student must submit in writing to the Administrative Staff the request, expected return date, and the initial date of request, if unforeseen circumstances prevent the request prior to the leave date. The request must have the student's signature and have supporting medical documentation from hospitals, licensed doctor and possibly medical record, business card, and other related documents attached to the request. This request does not automatically reflect the approval.

If the Medical Leave is NOT approved, or the student does not return from an approved leave, the student will be considered to have withdrawn from the school if not in attendance. Students with an F-1 visa will have the withdrawal entered into their SEVIS record reporting the withdrawal to the Student Exchange Visitor's Program (SEVP).

If the leave is approved, the student may return prior to or at the end of the leave and resume training without paying additional tuition. Students requesting a Medical Leave must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, a Leave of Absence delays your graduation. Time taken on a Medical Leave does not count in the satisfactory academic and attendance formula.

Upon return from a Medical Leave Hollywood Education Institute will administer the placement test for ESL classes that is used as a guide for English level placement if a student is absent for over 4 weeks.

No additional charges are assessed for applying or taking a Medical Leave.

2. Vacation Policy

An international F student may be granted a vacation, which is a temporary break in the student's attendance during which s/he is considered to be continuously enrolled. F-1 students must remain in the United States. If a vacation is requested, a student must submit in writing to the Administrative Staff the basis of the request, expected return date, and the initial date of request with the student's signature. This request does not automatically reflect the approval. A vacation request only be requested to begin at the completion of two six months of enrollment. A vacation request can be submitted after the completion of at a minimum of every six months of enrollment and cannot exceed a request of more than four weeks.

If the vacation request is NOT approved, or the student does not return from vacation, the student will be considered to have withdrawn from the school if not in attendance. Students with an F-1 visa will have the withdrawal entered into their SEVIS record reporting the withdrawal to the Student Exchange Visitor's Program (SEVP).

If the vacation is approved, the student must return prior to or at the end of the vacation and resume training without paying additional tuition.

At no time can the school back date a vacation request. Therefore, it is important that the vacation is approved prior to the requested start date. Time taken on a vacation does not count in the satisfactory academic and attendance formula.

No additional charges are assessed for applying or taking a vacation.

3. Personal Leave Policy

A leave of absence (LOA) is a temporary break in study during which time an international F student must be out of the United States, but considered to be continuously enrolled. If a Leave of Absence is required, a student must submit in writing to the Administrative Staff the basis of the request, expected return date, describe reason for leave of absence, and the initial date of request with the student's signature. This request does not automatically reflect the approval. A Leave of Absence is limited to a specified amount of days (no longer than four weeks). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. No leave of absence is permitted for the four-week program. Students must submit all required documents for leave of absence in order to get considered from school.

If the leave of absence is NOT approved, or the student does not return from an approved leave of absence, the student will be considered to have withdrawn from the school if not in attendance. Students with an F-1 visa will have the withdrawal entered into their SEVIS record reporting the withdrawal to the Student Exchange Visitor's Program (SEVP).

If the Leave of Absence is approved, the student returns prior to or at the end of the Leave of Absence and resumes study without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, a Leave of Absence delays your graduation.

At no time can the school back date a leave of absence. Therefore, it is important that the leave of absence is approved prior to any absent days. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula.

No additional charges are assessed for applying or taking a leave of absence.

Student Conduct and Termination

Hollywood Education Institute does not tolerate student misconduct of any nature and students may be disciplined or terminated for, but not limited to, any of the following types of misconduct:

- Academic dishonesty (e.g. cheating, fabrication or falsification, plagiarism, or forgery)
- Theft or damage or destruction of property
- Computer misuse (e.g. unauthorized entry, use, transfer, or tampering with the communications of others)
- Violation of any and/or all school policy
- Conduct that threatens health or safety of others
- Sexual assault and/or sexual misconduct
- Obstruction or disruption of teaching, research, administrative duties
- Failure to comply with directions of a school official or other public official acting in the performance of his/her duties while on school property

- Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol and/or controlled substances (including medicinal marijuana)
- Possession, use, storage, or manufacture of firearms or weapons capable of bodily injury, explosives, firebombs, or any other destructive devices
- Invasion of privacy by making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a private location without that person's knowledge and express consent

Classroom Conduct Policies and Procedures

Hollywood Education Institute prides itself in providing an academic environment where students are able to learn in a clean, comfortable, and safe classroom, which is also interactive and allows students to thrive and accomplish their educational goals. In order to accomplish this Hollywood Education Institute is obligated to assure that its student body conducts itself in a manner that will allow and guarantee a classroom environment which encompasses these qualities. The following standards of conduct are expected of each student, while in the classroom, at Hollywood Education Institute.

Regarding: Electronic Devices in the Classroom

Electronic devices and other media equipment can be beneficial to one's education. As such media equipment, when needed to complete one's assignments, will be utilized by the instructor. Mobile devices such as cellphones, tablets and laptops on the other hand cannot be permitted for use in the classroom. While these devices do provide some advantages (e.g. dictionary, translation, quick research etc.) they have also been a hindrance and have been used inappropriately during classes (e.g. social media, computer games and other non-class related applications). Desktop computers in the computer lab will be utilized as needed for class assignments.

To assure that mobile devices are not being used during classes students will be asked to put all electronic devices away before each lesson commences. Translation devices may be authorized for use in the classroom at the instructor's discretion.

Regarding: Food and Drinks in the Classroom

Consuming nutritious meals is a vital aspect of sustaining one's energy and focus; accordingly, Hollywood Education Institute provides its student body adequate periods of respite and leisure areas to partake in meal breaks while attending classes. However, in order to maintain a safe and clean classroom environment food is not allowed in any general-purpose classroom.

Students must refrain from eating in all general-purpose classrooms at all times. This includes short intervals between classes/lessons. All food consumption must take place in the designated break and leisure areas. Students who purchase their meals prior to class time or bring sack lunches must leave all food items in the designated food areas.

Drinks in general purpose classrooms are allowed; however, drinks must be in a covered or twist-off top container. Cans and open containers are not allowed in order to prevent spillage.

If students are caught with food in the classroom, they will be asked to take their food to the designated food area and will receive a reduction in his/her attendance percentage for that class. Repeated infractions will be reported to the School Director and students will be reprimanded accordingly.

Regarding: Disruptive Behavior

It is vital that students are active participants in the learning process. In order to assure that all students are provided the opportunity to participate and gain the most out of class lectures student cooperation must be accomplished. While most students are active participants in their education some students seem to be reluctant to take the initiative or assume responsibility for their education. While each individual is responsible for his/her own actions, this lack of responsibility by some does have negative effects on the education of other students.

This lack of responsibility is evident in the disruptive behavior of some students. Disruptive behavior is defined here as any action or non-action on the part of a student that negatively affects course lessons (e.g. talking during lecture, arriving late and creating unnecessary attention to oneself, not actively taking part in classroom discussions or assignments, not having a textbook or other necessary course materials, or any of the other infractions discussed throughout this policy and procedure.

Regarding: Speaking English in the Classroom

Students at Hollywood Education Institute receive high quality English instruction in a positive and active learning environment. Students are expected to arrive at school focused, attentive, and ready to speak English in every class. Hollywood Education Institute holds high learning standards in the classroom that require students to utilize newly learned English skills actively on a daily basis, while refraining from speaking their first language.

While Hollywood Education Institute understands that speaking English at all times can at times be exhausting or frustrating for students, pursuing educational goals requires hard work and determination. In order to assure that all students are provided the opportunity to learn English to the highest degree, student cooperation in speaking only English must be upheld by every student in the classroom. Many students understand that speaking English in the classroom is crucial for language development, but some students frequently speak to fellow classmates in their first language. Not only does this hinder the learning environment of the classroom, it negatively affects the education of the individual and class as a whole.

In order to assure the highest quality of English education at Hollywood Education Institute, students must adhere to speaking only English within the classroom. Hollywood Education Institute provides adequate breaks of leisure between classes during which they may freely speak their first language.

Disciplinary Actions:

If a student fails to abide with the aforementioned standards of conduct, disciplinary actions will be applied in the following sequential steps:

- 1) The student will receive warning from the instructor

- 2) If the student fails to heed the instructor's verbal warning, his or her attendance will be deducted by the instructor
- 3) If the student continues to breach the standards of conduct, the student will be issued an initial warning letter by Academic Director
- 4) If the student's breaching of the code of conduct persists, the student will be issued a final warning letter by Academic Director
- 5) If after the four initial steps the student still does not abide with the aforementioned standards of conduct, the student will be terminated by the School Director

Placement

Currently Hollywood Education Institute does not provide assistance with job placement or internships of any kind.

Academic Counseling

Students are provided assistance with gathering any necessary academic records from Hollywood Education Institute required as part of the university or vocational school's application process. Hollywood Education Institute also provides literature and informational material on some of the local universities and vocational schools but does not assist students in choosing any vocational or university programs.

Housing

Hollywood Education Institute does not have a dormitory, but it does provide housing literature and other informational material regarding housing to students (e.g. flyers, brochures, web links, and list of student housing organizations), it does not provide any assistance with housing arrangements; as such, Hollywood Education Institute does not secure, assess or evaluate student housing locations. The decision to use or not use student housing is the sole responsibility of the student. However, there are many apartment buildings and housing available in the area and the cost ranges from \$1000-\$1500 for a studio or a one-bedroom apartment. Hollywood Education Institute has an agreement with Universal Student Housing (USH), which provides housing for many of our students; more information can be found on www.ushstudent.com. If the student has trouble communicating with USH, Hollywood Education Institute provides assistance and the student will be charged a \$250 fee.

Student Services

In addition to counseling and housing information we provide these student services

- Update Contact Information
- Student ID Cards
- New Student Orientation
- Computer lab as learning resource
- Helping the students to adapt to the environment
- Providing information about transportation and sightseeing around
- Helping students to find friends with similar hobbies and help them bond
- Answering students' questions and helping them to lead worry-free student life
- Parking is available in a parking facility and/or area next to the school building.

Hollywood Education Institute does not have a physical library but do offer E-library.

Public Library near us

Pio Pico - Koreatown Branch Library



Address:694 S. Oxford Avenue, Los Angeles, CA 90005

Phone:213-368-7647 **Fax:**213-639-1653

Hours of Service

Mon: 10:00 AM- 8:00 PM

Tues: 10:00 AM -8:00 PM

Wed: 10:00 AM – 8:00 PM

Thurs: 12:00 PM – 8:00 PM

Fri: 9:30 AM – 5:30 PM

Sat: 9:30 AM-5:30

Sun: Closed

Resources & Services

libraries provide free access to computer workstations which are connected to the Library's information network. In addition to providing Internet access, these workstations enable the public to search LAPL's many electronic resources including the online catalog, subscription databases, word processing, language learning, literacy and a large historic document and photograph collection.

This branch also has:

- Free Public Wi-Fi
- Wireless & Mobile Printing
- Adult Literacy Center
- Computer Training Center
- Early Learning for Families Area
- Friends of Library Group
- Meeting Room Rental

Central Library



Address: 630 W. 5th Street, Los Angeles, CA 90071

Phone: (213) 228-7000

Fax: (213) 228-7069

Hours of Service

Mon: 10:00 AM- 8:00 PM

Tues: 10:00 AM -8:00 PM

Wed: 10:00 AM – 8:00 PM

Thurs: 12:00 PM – 8:00 PM

Fri: 9:30 AM – 5:30 PM

Sat: 9:30 AM-5:30 PM

Sun: 1:00 PM – 5:00 PM

Resources & Services

All branch libraries provide free access to computer workstations which are connected to the Library's information network. In addition to providing Internet access, these workstations enable

the public to search LAPL's many electronic resources including the online catalog, subscription databases, word processing, language learning, literacy and a large historic document and photograph collection.

This branch also has:

- Free Public Wi-Fi
- Wireless & Mobile Printing
- Adult Literacy Center
- Computer Training Center
- The Source
- ZoomText Computer for the Visually Impaired

Video Surveillance Policy and Procedure

In the daily operation of Hollywood Education Institute, the safety of property, visitors, and employees is protected and maintained by conventional means such as: staff observation, safe behavior and conduct, and the consistent application of Hollywood Education Institute's policies and procedures. However, in some circumstances, the additional protection provided by surveillance cameras is essential in maintaining lawful and safe use of school premises.

Hollywood Education Institute recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of school employees, students, visitors, and property. As such, Hollywood Education Institute has developed the following policy and procedures for its video surveillance system.

Disclosure signs will be made visible in all areas where video cameras are located. Each sign shall provide the following notifications: You are being watched. Areas of this building are under video surveillance. Images may be collected that allow an individual to be identified. The use of video surveillance is solely for the purposes of controlling theft, ensuring the safety of school staff, students and property by facilitating the identification of individuals who behave in a disruptive manner or cause damage to school/student property.

Access to the video surveillance records, e.g. logbook entries, CD, video tapes, etc. shall be restricted to authorized personnel.

All tapes or other storage devices that are not in use must be stored securely in a locked receptacle located in an access-controlled area. Hollywood Education Institute will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Old storage devices must be disposed of in a manner that ensures all personal information is erased prior to disposal, and cannot be retrieved or reconstructed.

All formal requests for video records should be directed to the school director's office with the exception of requests by law enforcement agencies or the court, in which case the school's attorney shall be immediately contacted prior to releasing any information.

Any employee of Hollywood Education Institute who becomes aware of any unauthorized disclosure of a video record in violation of this policy and/or a potential privacy breach has a responsibility to ensure that the school director is immediately notified.

Field Trip/Extra-Curricular Activities Policy and Procedure

Hollywood Education Institute considers the health and safety of its students a top priority. However, there are risks involved in any type of excursion and it is important for you to prepare for both known and unknown circumstances. The excitement of being in a new environment may make it easy to become careless or distracted, but ultimately, you are responsible for your own personal safety.

Hollywood Education Institute:

- Cannot guarantee or assure the safety of participants (students on field-trip or involved in an extracurricular activity) or eliminate all risks.
- Cannot monitor or control all the daily personal decisions, choices and activities of individual participants.
- Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- Cannot assure that participants will be free of illness or injury during the excursion (field-trip and/or extracurricular activity).
- Cannot assume responsibility for acts and events that are beyond our control.

Hollywood Education Institute recommends the following precautions:

- Be aware of your surroundings and the people in it.
- Avoid walking alone.
- Notify program field-trip/extra-curricular activity coordinators or faculty members of any and all changes and emergencies.
- Note phone numbers of field-trip/extra-curricular activity coordinators and/or faculty members.
- Keep in contact with field-trip/extra-curricular coordinator and/or other field-trip/activity participants.
- Keep all emergency and medical insurance information on your person in the event of an emergency

Complaint/Grievance policy

In the event that a student has a complaint, grievance or dispute with the institution's procedures or decisions, the student has the right to seek a satisfactory resolution through the following process. The first step is to discuss the matter directly with the instructor or staff members. The instructor or the staff member will attempt to settle the matter in good faith. If the matter cannot be settled at this level, the second step is for the student to file a written complaint with student services: 3470 Wilshire Blvd., Suite 350, Los Angeles, CA, 90010 or at info@hollywoodinstitute.net.

The complaint should include a description of the specific allegations and the desired remedy, accompanied by any necessary documentation. The student services can, if necessary, submit the complaint to the School President for final resolution. Hollywood Education Institute shall take each/every concern into consideration and respond in a timely manner

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

Bureau for Private Postsecondary Education (BPPE)

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Web site: www.bppe.ca.gov

Complaints and grievances may also be directly made to the following regulatory body:

Accrediting Council for Continuing Education and Training (ACCET)

1722 N St NW

Washington DC, 20036

Phone: (202) 955-1113

Fax: (202) 955-1118

complaints@accet.org

2022 Academic Calendar

Winter Quarter 2022

December 14, 2020-Dec. 18, 2020	Registration
January 01	New Year's Day
January 04	Classes Begin
January 18	Dr. Martin Luther King Jr. Day
January 21	Module 1 Test
February 13	Field Trip
February 15	President's Day
February 18	Midterm
March 12	Culture Day
March 18	Final Exams
March 19	Classes End

Spring Quarter 2022

March 15-March 19	Registration
April 05	Classes Begin
April 22	Module 1 Test
May 14	Field Trip
May 20	Midterm
May 31	Memorial Day
June 11	Culture Day
June 17	Final Exams
June 18	Classes Ends

Summer Quarter 2022

June 14-June 18	Registration
July 04	Independence Day
July 05	Independence Day (observed)
July 06	Classes Begin
July 22	Module 1 Test

August 13	Field Trip
August 19	Midterm
September 06	Labor Day
September 10	Culture Day
September 16	Final Exams
September 17	Classes End

Fall Quarter 2022

September 13-Sep. 17	Registration
October 4	Classes Begin
October 21	Module 1 Test
November 11	Veteran's Day
November 12	Field Trip
November 18	Midterms
November 25-26	Thanksgiving
December 10	Culture Day
December 16	Final Exams
December 17	Class Ended
December 25	Christmas Day

- All class are held at the following location:
3470 Wilshire Blvd. Suites # 350, Los Angeles, CA 90010

Current Tuition and Fees

The following is the tuition, hours and fees necessary for the term of instruction and the completion of the course of study.

Weeks	Standard ESL	Semi-Intensive ESL	Intensive ESL
4	\$510	\$564	\$909
11	\$1,400	\$1,550	\$2,500
22	\$2,800	\$3,100	\$5,000
44	\$5,600	\$6,200	\$10,000

Estimate Total Charges for the Entire Educational Program and total charges for a period of attendance

The estimated total charges for each program (when paid in full) and total charges for a period of attendance would not exceed the amount listed below plus any appropriate fees.

Standard ESL (88 weeks): \$11,200

Semi- Intensive ESL (88 weeks): \$ 12,400

Intensive ESL (88 weeks): \$20,000

Tuition and other fees are payable in advance unless another arrangement has been made prior to commencing classes. All students are required to sign an enrollment agreement upon

enrollment, which will detail the tuition and all other charges owed for the program and the payment terms.

Hollywood Education Institute may refuse to provide certain student services to students who have an outstanding balance. Hollywood Education Institute may also refuse re-admission to any student who has left the institution without paying all outstanding balances.

Hollywood Education Institute Fees:

- Application fee: \$150 (non-refundable)
- Processing fee* (includes: student-school correspondence, document support): \$100
- Student Tuition Recovery Fund (STRF): please refer to the STRF in page 34
- Shipping and Handling fee: \$100 (optional)
- Bank wire transaction fee: \$50 (per transaction/optional)
- Return/Bounced Check: \$35
- **Methods of Payment:** Cash, Check, Credit Card, Debit Card, Bank wire transfer

***Processing fee is a mandatory fee for the students who do not hold the student (F-1) visa.**

Student Visas

Students applying for F-1 student visas are required to show proof of enrollment by presenting an I-20 form to the consulate office. After Hollywood Education Institute provides a student with the I-20 form, a student must complete a SEVIS I-901 form, pay the SEVIS I-901 fee by themselves, and be enrolled in the Student and Exchange Visitor Information System (SEVIS). Hollywood Education Institute gives to students information how to complete SEVIS I-901 with extra charge. I-20 forms are sent via Express Mail and \$100 Shipping and Handling fee is required prior to I-20 being mailed.

United States Citizenship and Immigration Service (USCIS) F-1 Regulations Policies and Procedures

Maintaining Student Status

A student admitted to the United States of America in F-1 visa status must follow and comply with the policies and requirements of USCIS. The following guidelines are set by the USCIS:

- Maintain and keep a valid passport.
- Maintain and follow the attendance policy at the school listed on the form I-20.
- Maintain a full-course/full-time of study, which requires a minimum of 18 clock hours a week.
- Maintain current enrollment at the school listed on the form I-20.
- Follow all the rules and regulations of the school listed on the form I-20.
- Limit engagement of any employment to either 20 hours a week on or off-campus and obtain the required authorization to work if employed off- campus.
- Report any change in address and/or telephone number to the school and USCIS within 10 days.
- Meet Satisfactory Academic Progress, including attendance policy and program completion

Hollywood Education Institute will automatically administratively withdraw/terminate a student after s/he has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of the institution).

The student will be notified verbally and in writing if he or she is being administratively withdrawn for unsatisfactory academic progress.

Hollywood Education Institute staff having sessions with international students at least once a quarter to communicate up-to-date information on maintaining nonimmigrant student status and school rules and regulations.

Hollywood Education Institute records international student data electronically. Administrative Manager reports data to PDSO/DSO which monitors the up-to-date status of international students in SEVIS weekly.

Concurrent Enrollment

An F-1 student can be enrolled in two different SEVIS- approved F-1 schools at the same time as long as the enrollment in both schools amounts to a full-time course of study.

The school that the student is attending for the purpose of completing a specific program and that is to maintain the student's form I-20 will be responsible for ensuring that the student is pursuing a full course of study.

Transfer from another school procedure

Students currently attending a postsecondary institution in the USA will be able to transfer their I-20 from their current institution to Hollywood Education Institute.

After completing the application form and procedures, a Transfer Form will be sent to the admitted student. To complete the SEVIS transfer procedure, we must verify that the student is in valid F-1 status/attendance at the school in the term preceding the student's transfer or preceding an authorized vacation. The form will be completed by the student's current international student adviser.

Transfer to another school procedure

If a student decides to transfer to a different institution after or prior to his/her studies, as well as the end date of the form I-20, the student must inform the school of the intention to transfer, and complete the Intent to Transfer Form provided from the new school. The student also needs to complete the cancellation process. Hollywood Education Institute will execute the form and return it to the new school. The Transfer process must be completed within 60 days from the program end date at Hollywood Education Institute. There are no fees or conditions required to transfer to another school.

Inform to school regarding your plan

Students should inform school ahead of time. School should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Students should report if you are planning to do any of the following:

- Change your program or enrollment status.
- Transfer to a new school or take a leave of absence.
- Take a break/vacation from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.
- Change of US Address

For more information, please visit <https://studyinthestates.dhs.gov/>

Financial Aid

Hollywood Education Institute does not participate in any federal or state financial aid programs and as such is unable to provide financial assistance to students.

Textbooks

Listening and Speaking

Level	Text
Beginning	Q: Skills for Success 1, Listening and Speaking
Intermediate I	Q: Skills for Success 2, Listening and Speaking
Intermediate II	NorthStar Listening and Speaking 4
Advanced	Q: Skills for Success 5, Listening and Speaking

Grammar and Writing

Level	Text
Beginning	Fundamental of English Grammar
Intermediate I	Grammar and Beyond 2
Intermediate II	Grammar and Beyond 3
Advanced	Grammar and Beyond 4

Reading & Vocabulary

Level	Text
Beginning	Q: Skills for Success 1, Reading and Vocabulary
Intermediate I	Q: Skills for Success 2, Reading and Vocabulary
Intermediate II	Q: Skills for Success 3, Reading and Vocabulary
Advanced	Q: Skills for Success 4, Reading and Vocabulary

Other Classes

Class	Text
English Communication	World English 1 with My World English Online
Academic Writing	Longman Academic Writing Series 4

- ❖ **The following courses currently do not require textbooks:**
Intensive Conversation, Public Speaking
- ❖ All tuition and fees are due on the last day of the current registered quarter.
- ❖ Students are contacted via telephone, email, and in person by the staff in order to collect any and all delinquent tuition and/or monies owed to Hollywood Education Institute.

STUDENT'S RIGHT TO CANCEL:

You have the right to cancel this agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. Cancellation occurs when the student gives a written Notice of Cancellation to the School Director. The student can mail, hand deliver, email, or fax the cancellation; the cancellation notice cannot be accepted verbally (i.e. via telephone). Date of determination is defined as the date the written notification is postmarked or the date the letter is delivered to the institution in person. Cancellation notices are to be addressed to: Hollywood Education Institute, 3470 Wilshire Blvd., Suite 350, Los Angeles, CA 90010.

REFUND POLICY:

Hollywood Education Institute shall refund 100 percent of the amount paid for the institutional charges, less an application fee of \$150.00, any non-refundable charges listed in the Enrollment Agreement, if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. In addition, Hollywood Education Institute shall refund 100 percent of the amount paid for the institutional charges, less application fee. If

cancellations are due to the following: (a) rejection of an applicant by the institution and (b) program cancellation by the institution.

Hollywood Education Institute shall return any/all unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance (11 weeks quarter). The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Students who have completed more than 60 percent of the period of attendance will not receive a refund or credit of any kind. Hollywood Education Institute shall pay or credit refunds within 30 calendar days of a student's cancellation or determination of withdrawal.

As stated in section 71750(c)(1) of the California Education Code a pro rata refund pursuant of section 94920(d) of the California Education Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: the amount owed equals the daily charge for the program (total institutional charge, divided by the member of the days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Sample Refund Calculation: If a student withdraws from the Standard ESL Program during 1st week, the student will receive a refund of \$1400.00.

- Refund Percentage: 100%
- Tuition & Fees: \$1,400
- Refund: $\$1,400 \times 100\% = \1400.00

WITHDRAWAL FROM COURSE:

You may withdraw from the school at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less, up to and including your last date of recorded attendance, of the scheduled days in the current payment period of your program. The refund will be less an application fee of \$150.00, any non-refundable charges listed in the Enrollment Agreement. If you have completed more than 60% of the period of attendance for which you were charged, the tuition is considered earned and you will not receive any refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student provides Hollywood Education Institute with a written notice of withdrawal (not required to process or receive refund);
2. The student does not provide Hollywood Education Institute with notice of withdrawal (written or verbal) and is absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks). In such a case, Hollywood Education Institute will administratively withdraw the student automatically after the 30 consecutive calendar days have passed;
3. Hollywood Education Institute is provided a transfer form from another institution;
4. The school terminates the student's enrollment for failure to maintain satisfactory academic progress, comply with the attendance policy, abide by the rules and regulations of the institution and/or meet financial obligations to the institution (including the requirement to pay all tuition and all other charges owed for the program of study within thirty (30) days of the due date) or
5. The student fails to return from a leave of absence

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. A pro rata refund will be the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days the student was scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded.

FINANCIAL AID AND LOAN PAYMENT:

Currently, Hollywood Education Institute does not participate in any federal or state financial aid programs.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, in accordance with the terms and conditions of the loan agreement, which may include but not be limited to, the repayment of the loan in the case of a student's cancellation or withdrawal from his/her program of study. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Hollywood Education Institute does not provide any type of payment plans.

Bankruptcy

Hollywood Education Institute has no pending petition in bankruptcy, and is not operating as a debtor in possession. Further, Hollywood Education Institute has not filed a petition within the preceding five years, or has had a petition in a bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et Seq.)

Student Tuition Recovery Fund

Effective February 8, 2021, The Student Tuition Recovery Fund (STRF) assessment rate will be \$.50 per \$1,000 of institutional charges.

Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate will be two \$2.50 per \$1,000 of institutional charges.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third-party.

Unless relieved of the obligation to do so, you must pay the STRF assessment. This assessment is nonrefundable.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or Financial Information, Student Accounts
2. Your total charges are paid by a third-party, such as an employer, government program or other payer, and you have no separate agreement to repay the third-party.

Catalog Update Policy

Hollywood Education Institute updates its catalog annually. Hollywood Education Institute reserves the right to change the catalog information when necessary.

Attendance Policy for the Online Course

Success in this course is dependent on your active participation and engagement throughout the course. Hollywood Education Institute students must maintain a total attendance percentage of eighty percent or higher (i.e. 80% overall attendance). As such, students are required to complete all assignments and assessments by the due date, and to actively participate in class discussions.

Additionally, students must to:

- Log on to E-learning system to complete the assignments, assessments, discussions and/or other deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comments and questions from the professor and/or other students;

Acceptable indications of attendance include completing assessments and/or performing tasks or activities on a given day.

If you find that you cannot meet the class' minimum discussion requirements due to such a circumstance, please contact your instructor as soon as possible.

Students will not be marked present for the course in a particular day if they have not posted on the discussion forum and/or submitted assignments/essays and/or completed assessments.

What does it mean to "attend" an online class?

Attendance is critical to the student's success in taking an online class. Taking attendance allows the institution to make clear determinations of when a student last attended class. When it comes to attendance in an online course it may seem a little unclear how attendance is defined. Listed below are very specific information that can help guide our decision-making when designing courses for an online environment.

What is an acceptable indication of attendance?

The acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

What does not sufficiently indicate attendance?

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student." Essentially, a student must be required to do more than just "log in" to be documented as having attended an online course.

Student Identity Verification for Online Class Policy and Procedure

Policy

Hollywood Education Institute utilizes a variety of methods to verify the identity of students enrolled in its courses, including but not limited to secure logins and pass codes, proctored exams, security questions, and other technologies and practices known to be effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other documents, and on the Hollywood Education Institute website. Hollywood Education Institute reserves the right to request additional government issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, suspension from the course, academic program, or expulsion from the school. Hollywood Education Institute has established and will periodically evaluate its process to confirm that a person who enrolled is the person who is completing enrollment forms, a student taking an examination is the student who is registered to take the examination, and the student who is registered for a distance education is the same student who participates in, completes the course. To authenticate identity, Hollywood Education Institute will use a variety of the following methods for verification:

A secure login and pass code
Proctored examinations

New or other technologies and practices that are effective in verifying the identity of students

All methods of verifying student identity must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information. Personal identifiable information collected by Hollywood Education Institute may be used as the basis for identity verification.

Procedures

Identity verification for new students:

The institution collects biographical, demographic, and prior education information on the admissions application. The information includes but is not limited to full name, home and mailing address, date of birth, gender, ethnicity (optional), Social Security or Tax Identification Number (both optional), high school and college attended, and prior degrees received. All of this information is maintained in the Hollywood Education Institute student information system database. As supporting credentials, like high school transcripts, college transcripts and standardized test scores are received by the institution, the application information is verified prior to an admissions decision. Once admitted, students are issued a unique token which is used to create a Hollywood Education Institute account with a secure username and password. Students are advised to protect this password and required not to share it with anyone.

Identity verification for course takers:

The Office of Admissions and Records and their designees verify identities through the application as well as through tuition classification processes. Once a record is created and identifying information is stored in the student database, the Office of Computing Services receives a direct feed from the student database system to create a unique token which is used to create a Hollywood Education Institute account with a secure username and password. The student then uses their school generated username and password to register into their courses.

Identity verification of exam takers:

Students completing proctored exams are required to provide government-issued photo identification cards at the time of their scheduled exam.

Online Classroom Environment:

1. All students are responsible for respecting and protecting the learning environment during class:
 - A. Except for unusual circumstances, to be discussed with the instructor, it is expected that students participate in every class on time.
 - B. Please enter each online session with you an open mind to experience and appreciate to the thoughts and opinions of your classmates.
2. All students must engage in the learning experience. Your contributions to class activities are highly valued. This includes actively listening/ reading during the chapter summaries, participating in class activities/group work when applicable.
3. All students are responsible for keeping up with the pace of the course.
4. Assignments need to be completed on time.

Privacy Policy

Hollywood Education Institute respects and honors the privacy of all its students, applicants, and personnel, to protect the confidentiality of its students' educational records. Except as provided by law, as set out in the terms of its Privacy Policy, or as provided in other Hollywood Education Institute policies, the institute will not publish or reveal the academic records or confidential information of a student, applicant, or member of its personnel team to a third party.

Breach of Privacy

If a student, applicant, or member of the institute's personnel team believes that his or her privacy has been breached by the institute, he or she should follow the grievance (formal complaint process) procedure outlined in the Catalog.

All alleged breaches of privacy will be investigated thoroughly, and disciplinary actions may be imposed on any member of the institute's personnel team found to have breached the privacy of any applicant, student, or other member of the institute's personnel team.

Family Educational Rights and Privacy Act (FERPA) of 1994

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon

request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hollywood Education Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington,
D. C. 20202-4605

Distance Education Delivery Methodologies

The online courses are instructor-led, the instructor being the primary source of learning. The online courses are administered asynchronously through the Institution's learning management systems (LMS). Educational materials and assessments are delivered to students in different formats such as text, image, audio, and video. The materials and assessments are organized by date, as specified in the syllabus.

Students log on to the LMS to take courses on their own schedule. Certain materials and assessments are given a timeframe in which students need to finish the work before the said contents are locked out. Assessments given on a specific day can be taken any time but only on the same day. If the Institution is able to administer the courses synchronously, the instructors will notify the students using the LMS in advance so that the instructor and students will be available at the same time. The primary form of delivery will be audio and video.

MINIMUM TECHNOLOGY REQUIREMENTS FOR DISTANCE LEARNING

When participating in distance education courses, it is vital to consider the technology needed in order to have a successful course. We recommend that you meet the technical requirements below when using the learning management system (LMS) of Hollywood Education Institute. Students will receive Minimum Technology Requirements for Distance Learning and Student Guide to Moodle before their enrollment start. Student can receive IT support from our IT staff by sending email to info@hollywoodinstitute.net.

Technology Proficiency

You should be proficient in the following:

- basic computer skills
- sending/receiving email
- sending and receiving attachments via email
- using a web browser
- finding resources through search engines
- downloading and installing software
- familiarity with using browser plug-ins (e.g. PDF reader, video, audio)
- using a word processing, presentation software, or other productivity applications
- experience/familiarity with a variety of file formats such as: .pdf "Portable Document Format", .rtf "Rich Text Format", .doc or .docx "Microsoft Word Document", and .txt "Text document"

- the ability to be self-directed in learning new technology skills (e.g. following a handout, a step-by-step tutorial, online video help, or access to support to learn necessary skills)

Required Hardware

A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work.

Speakers/headphones/earbuds for listening to audio or videos presented in courses.

Optional Hardware

Webcam for interacting in course activities that require video feedback from students, video test proctoring, or other third-party tools.

Required Software

The following software is required:

An Internet Browser, such as Mozilla Firefox, Google Chrome or Microsoft Edge preferred.
Adobe Acrobat Reader or other PDF reader.

Optional Software

Microsoft Office (includes Microsoft Word, Excel and PowerPoint).

Internet Connection

- High speed Broadband Internet Connection is Required. Recommended Internet speeds:
 - Download speed is at least **8Mbps**
 - Upload speed is at least **2Mbps**
- Please consider the following while participating in courses:
 - Using a shared Internet connection will impact connectivity, such as additional household members use of streaming TV, gaming, and other Internet usage.
 - Wireless connections may be impacted by the distance from the router and interference from microwaves and other electronics. (Wired connections are recommended.)
 - Your Internet Service Provider's performance may vary throughout the day based on community usage.

Internet Browser(s)

Various browsers may be able to access the learning management system. We recommend the following tips:

Use the latest versions of Mozilla Firefox, Google Chrome or Microsoft Edge. (Please note that eLearning (Moodle's learning management system) may not be fully compatible with the latest versions of each browser.)

NOTE: Do not use Internet Explorer. This browser is obsolete.

Hollywood Education Institute: Faculty and Staff Members

- **CEO/School Director**
Samuel Rhee, PhD.
- **Faculty**
Gabriela Guzman - Academic Director
John F Costello- ESL Instructor
Keila J. Garcia Alicea - ESL Instructor
- **Staff**
Sunpob Deeprasertwit – Administrative Manager
Rapeepong Yamsuwan – Marketing Manager
Chitkapol Buasook – IT Manager
Azusa Oshimoto – Administrative Staff
Ubon Charasri – Marketing Staff