



Student Catalog and Handbook

Effective December 1, 2019 – December 31, 2020

American National English Language Institute

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eslan.edu

WELCOME

We are pleased to introduce you to American National English Language Institute (ANELI), a distinctive institution for English language instruction. ANELI is a standalone English as a Second Language institution which is accredited by the Commission on English Language Program Accreditation (CEA). More than this, ANELI is affiliated with an academic institution, American National University, which has a full range of degree programs in IT, business, medical, and cybersecurity – one of just a few such institutions in the world. Students accepted into the ESL program at ANELI may also receive a provisional acceptance to American National University which is applicable upon completion of their ESL program.

The English as a Second Language Programs offered by ANELI is specifically focused on training students who wish to pursue academic degrees in the United States. A hallmark of the program is complete immersion in learning to speak, read, and write English while being completely engaged in the culture of the United States. A broad range of students from throughout the world creates diversity and shared learning experiences which contributes to the international and global experiences of the student body. Students learn from live American instructors and from a high-tech and high touch system of electronic supportive methods.

Students are individually tested and placed at a level which begins building upon their existing English knowledge. No time is wasted relearning current knowledge. Furthermore, highly capable students are able to progress on an accelerated basis so that they may enter their academic program quickly, if they so desire.

We invite you to join our family at American National English Language Institute. Our history, accreditation, academic affiliations, and knowledgeable staff and faculty will ensure that you receive the highest quality training from an American English language institution.

Sincerely,

Frank Longaker
Chair of the Board of Directors

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STATEMENT OF MISSION AND GOALS

FOREWORD

This catalog contains policies and procedures for the information of students attending American National English Language Institute at its main campus in Salem, VA.

MISSION STATEMENT

American National English Language Institute provides comprehensive training at several levels in English Language learning and teaching to meet the needs of students in a competitive global economy. We accomplish this through avocational courses designed to increase English proficiency, prepare students for success in their academic and professional fields and foster immersion of students in American culture to enhance global awareness.

INSTITUTIONAL GOALS

- Offer English language programs to increase student’s English Language proficiency for learning or teaching environment.
- Prepare students for a successful transition to a variety of academic settings in learning or teaching.
- Integrate students into American culture to enhance global awareness.

INSTITUTIONAL OBJECTIVES

1. Enhance students’ educational experience in English Language through highly qualified faculty and staff using an individualized learning model.
2. Facilitate a learning environment that promotes the development of skills needed for students to be successful in transitioning to various academic settings in learning or teaching using quality curricula, learning resources, equipment, and facilities.
3. Enhance students’ experiences by providing cultural immersion activities and opportunities to learn more about American culture.

ACCREDITATION AND APPROVALS

American National English Language Institute is institutionally accredited by the Commission on English Language Accreditation (CEA). CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact:

Commission on English Language Program Accreditation (CEA)

1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314

665-3400

www.cea-accredit.org

THE INSTITUTE

HERITAGE

In 2011, American National University' English Language Institute (ELI) was conceived to suit the increasing language needs of international students who wished to obtain a degree from a university in the United States but whose mastery level of the English language jeopardized their personal goals. In 2013, ANU's ELI obtained programmatic accreditation allowing it to receive international students who searched for an English language program that would aid in enhancing their opportunities of being accepted by a university in the U.S.

Following along with the spirit which inspired the creation of American National University and its English Language Institute, in 2017 our English language Institute evolved to become American National English Language Institute (ANELI), obtaining institutional accreditation from the Commission on English Language Program Accreditation (CEA).

What this means for our international community is that our ANELI not only remains fully accredited to serve students and professionals wishing to master the English language in an all-English environment to pursue their personal goals of being admitted by a university in the U.S., but also to train and develop English language instructors with a 21st century methodology in the

teaching of the English language allowing them to grow professionally wherever they choose to do so.

STUDENT ACTIVITIES

At ANELI, we understand that learning and mastering the English language cannot be reduced to classroom instruction only. We understand that the English language is a key component of a larger entity, the American culture. Therefore, we offer cultural activities that directly immerse our international students in the culture of this country. We may also offer trips to important cultural sites around the location to allow our students to experience first-hand the culture that embeds the English language they learn in our classrooms.

NOTICE OF NON-DISCRIMINATION

American National English Language Institute admits students of any race, color, national or ethnic origin, religion, creed, sex, handicap, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance in administration of its educational policies, admissions policies, scholarship and loan programs, or other university-administered programs. Title IX of the Education Amendments of 1972 requires that ANELI does not discriminate on the basis of sex in its education programs or activities. No qualified handicapped person shall, on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Institute-related program or activity.

American National English Language Institute is an equal opportunity employer. We are committed to the concept of equal opportunity in our hiring, employment, and personnel practices and policies. All personnel activities are conducted without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

The Chief Executive of American National English Language Institute is responsible for coordinating compliance with its non-discrimination policies. He may be contacted by mail at

1813 East Main Street, Salem Virginia 24153, by email at TitleIXCoordinator@an.edu, or by telephone at (540) 283-6600. Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

ACCOMODATION POLICY

American National English Language Institute recognizes its responsibilities to provide equal educational opportunities in accordance with state and federal laws and regulations including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973 by prohibiting discrimination on the basis of disability. Though ANELI does not provide accommodation to international students, ANELI aids any international student looking for accommodation by contacting them with vetted apartments and assisting them through our International Students Coordinator.

TRANSPORTATION

American National English Language Institute does not provide transportation to and from our campus to the different accommodations our students may have arranged.

INSTITUTE EMAIL ACCOUNT

It is important for students to communicate with one another and work with instructors to improve the learning process. In order to help students communicate and form a strong learning community, the institution has made email available to all faculty and students. Students should keep in touch with instructors and classmates if they need help with an assignment, have questions about coursework, or are unable to attend a scheduled class.

When students are enrolled in our ESL program, they receive information regarding their email address and password which they will activate the first day of class. Please remember that use of ANELI Mail is a privilege and subject to American National English Language Institute acceptable use policies.

ORIENTATION

All new students are required to attend the orientation session. The objectives of the Orientation are:

1. Understand ANELI's attendance, due date, and sexual harassment policies.
2. Understand how to navigate a course.
3. Identify course communication tools i.e. email.
4. Understand how to utilize Course Information and Assignment tools i.e. posting to Discussion Forums, submitting assignments, taking tests.
5. Identify course resources.
6. Understand SEVIS policies and how to stay in status while studying in the US (if applicable).

ACADEMIC TUTORING

During the course of your program, you may find the need for additional assistance with your studies. American National English Language Institute offers a no-cost peer tutoring service. Contact the ANELI Lead Instructor for assistance in locating a tutor. Students may also apply to be a student tutor. A student tutor is a current student who has successfully passed the course that they will become a tutor in with a grade of an A or B. All tutoring is done at ANELI's campus locations. To become a student tutor, complete the Application for Student Tutoring and submit it to a Student Services representative who will process the application for approval. Applications may be requested through Student Services.

ADMISSIONS

The first step to getting started is your personal interview with our Admissions staff. Applicants and their parents or spouse are invited to visit their local American National English Language Institute main campus to learn more about our programs, meet our staff and faculty, and tour the facilities.

Those who are unable to visit the campus are urged to call the Admissions Department for a telephone interview. You can call Admissions at +1 540-769-8229 or +1 540-769-8312 or email InternationalAdmissions@an.edu

ADMISSION REQUIREMENTS

Applicants are required to attest they have completed a high school diploma on the enrollment application. If transcripts are requested, all Foreign Transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services).

A complete application form is required to initiate the admission process. Please, visit <https://simple.klassdocs.com/anui-form/> to complete the form in its entirety.

A government-issued photo ID is required as well. International applicants must submit a copy of their passport.

Those applying outside the US must provide financial or bank documents to prove their solvency to pay for their tuition. Talk to our International Admissions staff to receive information regarding the minimum amount needed.

Finally, all applicants must make the \$125 application fee payment on our website www.an.edu/international/pay and forward the receipt to the International Admissions staff working on your application, unless otherwise stated.

ACADEMIC POLICIES

ACADEMIC TERMS

For the convenience of its students, American National English Language Institute operates its classes year-round with a one-week break in between the terms. The ten-week term schedule enables students to complete their English programs and take the IELTS international language examinations as quickly as possible. Students may begin their programs at any of the starting dates during the year. For more information, please visit <https://esl.an.edu/calendar/> for exact application deadlines.

Improve your English language skills with confidence. American National English Language Institute's courses are available at six levels of proficiency – offering classes from beginning to

advanced levels with emphasis on reading, writing, listening and speaking skills. Our advanced level classes focus on IELTS® test preparation. We take a personalized approach to learning, offering small classes, and tutoring and one-on-one help at no additional cost.

GRADE REPORTS

The records of each student are kept on a per-term basis. These complete records show the grade received in each subject and certain specialized honors received. At the end of each term, a summarized per-term grade report on each student is provided to the student. Students have up to 60 days from the last day of the term to dispute a final grade given in that term. Students are to see the American National English Language Institute Chief Executive on final grade issues.

Grade reports provide the following information:

A student’s performance will be assessed using a variety of the areas listed below.

Area	Percentage for the Course
Final Exam	25%
Tests/Quizzes	30%
Self-Study	15%
Mid-Term Exam	20%
Class Participation	10%
TOTAL	100%

Letter Grade	Points	Explanation
A	94-100	Excellent
B	84-93	Above Average
C	74-83	Average
D*	64-73	Below Average
F	63 & Below	Failure

*Students must pass all classes with a “C” or better.

TRANSCRIPTS

The official progress record of a student is maintained by the Institute. All qualified students may receive one official transcript without charge. For each transcript after the first one, a charge of \$5 will be made. Requests of transcripts are to be made via the American National English Language Institute.

CREDIT HOUR POLICY

American National English Language Institute awards no credit hour to any of its courses. However, international students are requested to attend 24 hours of instruction every week during each 10-week term. Failure to comply with this policy may result in the student’s cancelation of his/her I-20, therefore, losing their F1 visa status.

MATRICULATION

A regular student is considered enrolled when all of the following conditions are satisfied:

1. Application for Admission and accompanying forms are completed and accepted;
2. Government-issued photo ID is submitted;
3. The student has submitted high school transcripts (if applicable);
4. Appropriate and updated bank documents have been submitted (if applicable);
5. Application fee is paid (if applicable);
6. Tuition fee has been paid.

ARTICULATION AGREEMENTS

American National English Language Institute has articulation agreements to promote the acceptance of equivalent courses and work together to promote continued educational opportunities for students.

The following are the Institutions that we have articulation agreements with:

American National University

American National University Tennessee

Computer Systems Institute

STUDENTS TRANSFERRING FROM AMERICAN NATIONAL ENGLISH LANGUAGE INSTITUTE

The philosophy, purpose, and objectives of ANELI are to prepare students for successful academic performance and professional development through the mastery of the English language. The objective of the institution is to prepare students for transfer to other institutions. Therefore, the curriculums, courses, and other policies and procedures of ANELI have been developed to provide the most efficient and effective preparation for language mastery and eventual admissions by a college or university in the U.S.

Students wishing to transfer to other institutions should be cautioned that those institutions each has its own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at American National English Language Institute as transferable. It should also be noted that in any transfer situation, regardless of the institutions involved, the acceptance of prior work is at the discretion of the accepting institution and accreditation does not guarantee transferability.

CODE OF ACADEMIC INTEGRITY

American National English Language Institute, in an effort to promote an atmosphere conducive to intellectual fulfillment, commits itself, the administration, faculty, and students to the maintenance of the highest possible standards of academic integrity. These members of the American National English Language Institute community have the responsibility and obligation to adhere to and uphold the standards of academic integrity outlined below.

The members of the American National English Language Institute community are pledged to academic honesty. As academic honesty is considered to be the keystone of the educational enterprise, any form of dishonesty is considered to be an affront to the entire Institute community. Academic dishonesty is any form of giving, taking, or prescribing of information or material with intent to gain an unfair advantage in an academic setting. Forms of dishonesty include, but are not limited to, cheating, plagiarism, and aiding and abetting others to cheat or plagiarize.

- I. Cheating is defined as copying another student's answers while completing any class assignment or during in-class and take-home examinations.
- Using notes, books, or unauthorized aids (i.e., smartphones, iPads, etc.) during an examination.
 - Discussing answers during an in-class examination.
 - Submitting another student's work as one's own.
 - Stealing another student's work.
- II. Plagiarism is defined as submitting a paper or answer in which the language, ideas, or thoughts are identical to published or unpublished material from another source without correctly giving credit to that sources.
- III. Aiding and abetting is defined as gaining from or giving assistance to another student in any of the areas as described in the above-mentioned categories.

Enforcement of this policy is the responsibility of the appropriate faculty and staff. The Institute reserves the right to take any disciplinary action necessary which is compatible with the interest of the student body, staff, and/or faculty. Disciplinary action may include receiving a "0" on an assignment, expulsion from class, or expulsion from the Institute. The American National English Language Institute Chief Executive will determine the course of action, with recommendation from the instructor. The student may submit a written appeal to the Academic Review Committee in order to have action dismissed or to request re-admittance to the Institute. The decision of the committee is final.

WITHDRAWALS

A student who withdraws from a class at or before the end of the fourth week of the term will receive a "W" grade, which will not affect his or her overall grade point average. However, a "W" does count toward total attempted hours.

A student who withdraws from a class after the fourth week of the term will be assigned a "WF." A "WF" is charged as "0" quality points and subsequently affects the student's grade

point average adversely, does count toward total attempted hours and can result in the student not meeting a satisfactory Standard of Academic Progress toward his or her goal.

A student who withdraws from one class does not receive a refund of any portion of the classes from which he or she is withdrawn.

REPETITIONS

A student making grades of “A,” “B,” or “C,” has completed the course but may repeat it if desired. Courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student’s maximum time frame for completion and successful course completion.

A student must retake a class in which they have received a “D,” “F,” “WP” or “WF”. However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student’s maximum time frame for completion and successful course completion.

COURSE INCOMPLETES

An “I” will be given when a student is prevented from taking the final examination due to sickness or emergency. The “I” must be approved by the ANELI Chief Executive. Such an “I” must be removed within the first 30 days of the next term. During the period an “I” is assigned, the “I” is calculated with “0” quality points. After completion of the final exam, a letter grade is assigned. If the final examination is not taken within the required time, a “0” is calculated into the final grade for the class.

NO GRADE ASSIGNED

A “G” will be given when an instructor does not assign a grade to a student by the due date of the final exam for the term. The ANELI Chief Executive is responsible for having the correct grade assigned by the Friday of the first week of the next term. During the period a “G” is assigned, the “G” is calculated with “0” quality points.

SATISFACTORY ACADEMIC PROGRESS POLICY

The time for completion of the program shall not exceed 1.5 times the normal time required to complete the entire program. If a student exceeds 1.5 times the normal time required to complete the program the student will be dismissed.

INSTITUTIONAL DISMISSAL APPEAL PROCEDURES

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form to the chairperson of the Academic Review Committee. The student must submit the Dismissal Appeal Form (available from Student Services) by the fifth week of the term to be considered for re-entry into the following term. The appeal should include any mitigating or special circumstances such as illness, traveling overseas, etc. that may have contributed to not meeting satisfactory academic progress. The student will be advised to repeat courses failed. If after this term the student does not meet the Standards of Satisfactory Academic Progress, the student will be dismissed. A student making SAP after this term will continue as a regular student.

REINSTATEMENT FOLLOWING INSTITUTIONAL DISMISSAL

Students dismissed from ANELI for failing to make satisfactory progress will normally sit out for one term before being readmitted. The Academic Review Committee will make the determination if a student may return. After the student has been approved to return to the institution, they will be placed in probation status. Students will be required to meet with their student services representative to complete the SAP advising form which will outline the course that students need to complete to successfully meet SAP. Upon completion of this requirement, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term or they may be dismissed.

GRADUATION

In order to graduate from the ANELI program, a student must successfully complete 100% of the total required courses and shall obtain a minimum overall completion rate of 75%. In all cases, students are responsible for ensuring that they satisfy the necessary requirements with appropriate coursework to qualify as graduates and participate in the graduation ceremony. All requirements must be completely satisfied, including the completion of all required courses, before students are allowed to walk in the graduation ceremony. Candidates should be present at their commencement exercises. Exceptions may be made at the discretion of ANELI. Graduation with honors is the meeting of all requirements for graduation, plus the attainment of a CGPA of 3.5 to 3.74 throughout the entire program. For the distinction of "High Honors," a student must graduate with a CGPA of 3.75 or higher throughout the entire program.

ADMINISTRATIVE POLICIES

CONDUCT/DISMISSAL POLICY

Students are expected to conduct themselves with the same standards of behavior as are required in the workplace and in the community at large. Any behavior that is disruptive to the academic environment is strictly prohibited. ANELI expressly prohibits harassment of employees or students on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Harassment undermines morale of the entire ANELI community and our commitment to treat each other with dignity and respect. In general, any behavior that infringes on the rights of privacy, safety, personal enjoyment, or use of ANELI as an academic institution is strictly prohibited. This includes but is not limited to conduct:

- By students, faculty, or staff who use language or behavior that is detrimental to and disruptive within the classroom environment.
- That interferes with the well-being of fellow students and/or faculty and staff members.
- That includes any type of sexual harassment or sexual violence towards members of ANELI community on or off site.
- That causes damage to the appearance or structure of ANELI facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students, faculty and staff that use ANELI networks to access the internet to visit or view sites that violate copyright/intellectual property or other suspicious/illegal activity. (This includes, but is not limited to, viewing pornographic images, illegal file sharing such as downloading of music/videos, and other actions outlined in the Code of Computing Conduct policy.)

ANELI reserves the right to take disciplinary action compatible with the interests of the student body, staff, faculty, and ANELI. Such disciplinary action may include, but is not limited to, the following possible actions:

- Suspension from participation in a specific course for a specific period of time;

- Suspension from participation in all course activities for a specific period of time;
- Reassignment to a different course section;
- Withdrawal from enrollment in a specific course or all courses due to failure to meet minimum attendance requirements as a result of a suspension;
- Withdrawal from enrollment in a specific course as a result of dismissal from that course;
- Referral to legal authorities;
- Withdrawal from enrollment at ANELI as a result of dismissal from the ANELI.

Students may appeal any disciplinary action taken pursuant to this conduct policy by filing a grievance in accordance with the ANELI's grievance policy.

CODE OF COMPUTING CONDUCT

Educational Computing Facilities (ECF) are intended to support the academic mission and the administrative functions of American National English Language Institute. This Code of Conduct states the principles regarding the use of ECF. They complement and supplement rather than replace other policies concerning appropriate conduct of staff and students.

The policies controlling acceptable behavior at the institution are implicitly extended to cover the use of the ECF. The impersonal aspect of computers should not be taken as an excuse or reason for people's interactions with others to be anything but well-mannered, ethical and legal.

For example, if it is unacceptable to display a sexually explicit poster in a public room, it is similarly unacceptable to display such an image on a publicly visible computer screen.

Unsolicited, wide distribution of mail or messages should be carried out only if there is a reasonable expectation of interest by the recipients. Even in those cases, care must be taken to ensure that the messages do not overwhelm systems.

Educational Computing Facilities include any computer, computer-based network, computer peripheral, operating system, software or any combination thereof, owned by the institution or under the custody or control of the institution.

The ECF include stand-alone workstations and network-attached systems as well as central servers. This Code also specifically applies to access to ECF via telephone lines, the internet, or other remote access mechanisms.

The following principles apply to all of the institution and institutional staff, institutional students and other users of the Educational Computer Facilities. Users shall:

1. Be responsible for using these facilities in an effective, ethical and lawful manner.

This policy states that individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible such actions and may be held accountable for all results and repercussions of such actions. Be aware that wasteful or inefficient use of resources may incur significant expense for the institution or result in a reduction in service to other users.

2. Use only those facilities for which they have authorization, whether these facilities are at the institution or at any other location accessible through a network.

Normally, ECF systems require explicit authorization. Authorization based on the provision of false or misleading information is not valid.

3. Take all reasonable steps to protect the integrity and privacy of the ECF including software and data. In particular, users shall not share with others the access codes, account numbers, passwords or other authorization which have been assigned to them.

Users are encouraged to report any violations of this policy and any information relating to a flaw in or bypass of computing facility security, to the appropriate Instructor, ANELI Chief Executive, and Department Head or to the ANELI Support Information Technology Department. Such security "holes" must not be "tested" without proper authorization.

Turning a blind eye to potential violations or system flaws may allow your privacy or access to be jeopardized.

In this and following sections, "access code" represents the username, account, sign-on ID, password or whatever system-dependent mechanisms are used to gain access to particular facilities.

By allowing your access code to be used by others, you risk compromising the security and integrity of the ECF. As described in several later sections, much software which the institution utilizes requires that all actions be identified and traceable. For these reasons, if

you do allow your access code to be used by others, you are responsible for all usage and activities carried out with the code.

Allowing unauthorized access to ECF indirectly is similarly prohibited (such as allowing access to a private computer at home, where this computer in turn provides access to ECF). A computer or terminal logged on and unattended in an accessible location is particularly vulnerable.

Some system management functions require that all those responsible for such functions share a single access code. Similarly, specific access codes are at times allocated to allow several people performing a common function to receive email. The use of such shared codes must be restricted to the intended purpose. Other usage by the same people should be through single-user access codes.

4. Respect the copyrights of the owners of all software, media and data they use.

Most of the programs made available on the ECF are copyrighted. Copyright law specifically prohibits copying of any software except as explicitly allowed in the usage agreement.

Copyright law also provides similar protection for data and text.

Unless the software explicitly states otherwise, ALL software is copyrighted, even those normally referred to as shareware or freeware. Individual license agreements detail the exact rights and limitations

Media files such as music and video files are also subject to copyright protection.

Unauthorized downloading of such files, including unauthorized peer to peer sharing of copyrighted material is specifically prohibited.

Unauthorized use, sharing or distribution of copyrighted material may subject the user to criminal and civil penalties, including fines, incarceration, money damages payable to the copyright owners, and attorneys' fees. In addition, the institution may take disciplinary action against users who violate these prohibitions which may include suspension or termination of employees, and suspension or disenrollment of students.

5. Respect the policies established by the administrators of external networks such as GAPS, COD, ED Connect, WestLaw, and various virtual library networks when using such networks. They shall also respect the policies established by the administrators of local computing facilities at the institution.

The use of networks external to the institution must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. This Code of Conduct hereby specifically incorporates these external policies. Adherence to this code ensures compliance with the policies of our associated networks.

6. Respect the privacy of others. This includes, but is not limited to, respecting the confidentiality of email, files, data and transmissions.

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C. § 1232g.

No one shall access any

such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and the institution regulations.

The ability to access information does not imply permission to access it. Specifically, having read- access to a file does not mean that you may read it. You should not browse, view, print, copy or execute someone else's Chief Executives or files (either manually or program-assisted) without explicit permission.

This also applies to floppy disks and tapes and similar storage media.

There may be cases where supervisors must access an employee's mail or files to get specific job- related materials or conduct business. For example, an urgent memo must be sent, but the staff member who typed it is ill. The need to respond to business-related email is another example. In all cases, unless prior arrangements have been made, reasonable effort to ask the employee's permission must be made.

Access codes allocated for specific purposes may be designated as "non-private." In such cases, no data stored under the code may be considered for the private use of the individual to whom the code is allocated. Prior notice of such designation must be given.

7. Refrain from using ECF for unauthorized commercial activities.

As with other institution resources, the use of the ECF for private, commercially oriented applications is forbidden without appropriate authorization. Use for institution-related private activities is often permitted. For example, running an unauthorized business, doing tax

returns or sending e-mail soliciting donations for a non-institution-related entity are clearly not allowed. On the other hand, use by a student for writing a resume is quite acceptable. If in doubt, check with the appropriate Instructor, ANELI Lead Instructor, or Chief Executive.

- 8. Refrain from using ECF for any unauthorized or illegal purposes. Such purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities or harassment of users of such facilities at the institution or elsewhere, unauthorized disruption of ECF, attempts to discover or alter passwords or to subvert security systems in ECF or in any other computing or network facility.**

The law prohibits unauthorized use of computers; unauthorized access to information or programs; destruction or alteration of data or interference with lawful access to data and the use of a computer system with the intent to commit any of the above.

Intentional introduction of any computer virus, Trojan horse, worm or similar software is an explicit violation of this principle.

Any unauthorized action which intentionally denies or obstructs access for another legitimate user to ECF is forbidden.

- 9. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the ECF or in establishing connections from the ECF.**

All transmissions must be identifiable by the institutional staff. That is, they must include your access code. Similar rules are imposed by many external networks. You are encouraged to ensure that your name (in addition to access code) is also attached to all applicable messages. It is specifically forbidden to attempt to mask your real identity or intentionally originate a message masquerading as someone else.

By convention, most systems offering "anonymous FTP" services request that you enter your network address as a password. Users must comply with this convention.

Users do not have a right to privacy when using ECF.

Users do not own accounts on the institution computers but are granted the privilege of use of accounts owned by the institution. Users have no ownership rights or reasonable expectation of

privacy right regarding computer communications and data stored on institution computers or accessed through institution accounts.

Institution officials have the right to access electronic files, including e-mail files, for any purpose deemed reasonable by them in their sole discretion.

Any violation of this Code may be prosecuted in conformity with the relevant institution policy (Code of Student Conduct, personnel policies, etc.) as well as applicable criminal and civil laws.

GRIEVANCE POLICY

American National English Language Institute has adopted an internal grievance procedure for prompt resolution of student complaints, including allegations of discrimination on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, or receipt of public assistance.

Any student who has a complaint should address it as follows:

1. A complaint should be filed in writing with the Lead Instructor of the ANELI. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, and a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to StudentAcademicAppeal@aneli.edu.
 - a. A complaint should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the complaint, whichever is later.
 - b. The ANELI Lead Instructor will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.
2. If the complainant is not satisfied with the determination or action of the ANELI Lead Instructor, he or she may make a written appeal within thirty (30) days of the determination or action of the ANELI Lead Instructor to the Chief Executive for complaints which relate to academic issues. The appeal should be filed by email to FormalGrievance@aneli.edu.

- a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the ANELI Lead Instructor to be in error.
 - b. The Chief Executive will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.
3. If the complainant is not satisfied with the determination or action of the Chief Executive, he or she may make a written appeal within thirty (30) days of the determination or action of the Chief Executive to the Chairman of the ANELI. The appeal should be filed by email to FormalGrievance@aneli.edu.
- a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the ANELI Chief Executive and the respective Chief Administrator to be in error.
The Chairman will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

SEXUAL MISCONDUCT POLICY

American National English Language Institute recognizes the seriousness of inappropriate sexual behavior and it believes that it is the responsibility of the ANELI to provide our employees and students with an environment that is free from harassment. The ANELI expressly prohibits harassment of employees or students on the basis of gender. This policy directly aligns with our Non-Discrimination policy to admit, instruct and evaluate students, and to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

ANELI has established certain procedures it will follow upon the report of an incidence of domestic violence, dating violence, sexual assault, stalking, or other violation. These procedures

are set forth in the ANELI's grievance policy. If an institutional conduct proceeding arises from an incident report, ANELI will make appropriate judgments based on the preponderance of the evidence.

It is a violation of policy for any member of our ANELI community to engage in sexual harassment and it is a violation of policy for any member of the ANELI community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for American National English Language Institute.

Definitions

Sexual harassment is unwelcome conduct of a sexual nature, and can include unwelcome sexual advances, requests for sexual favors, stalking and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
2. Submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch.

Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual Violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, domestic violence, dating violence, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence,

exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually oriented statements;
7. Stalking;
8. Physical conduct, such as: touching, assault, or impeding or blocking movements;
9. Dating violence, domestic violence, and abusive sexual contact.

American National English Language Institute provides educational programming to students and staff regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to new students as part of the orientation process and to staff and students throughout the year. The educational program includes:

Victims' Rights Under Sexual Harassment Policy

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;

6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding; The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes.

SEXUAL MISCONDUCT GRIEVANCE PROCEDURES

In addition to the general procedures set forth above, the institution is required by Title IX of the U.S. Code, the Violence Against Women Act, and Department of Education regulations to establish specific procedures in the event of complaints involving gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking.

1. Definitions.

- a. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to:
 - i. Physical assault;
 - ii. Unwanted sexual advances, requests for sexual favors or propositions of a sexual nature;
 - iii. Direct or implied threats that submission to sexual advances is a condition for employment promotion, good grades, recommendations, etc.
 - iv. Unwelcome verbal or physical conduct of a sexual nature which an individual regards as undesirable or offensive, including, but not necessarily limited to, sexually explicit jokes, statements and questions or remarks about sexual activity or experience.
- b. Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e. unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism,

verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

2. Complaint or Allegation of Sexual Violence or Misconduct.

Any individual who believes they have been subjected gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking is strongly encouraged to report such occurrence. A report should be filed in writing with the Title IX Coordinator. S/he may be contacted by mail at 1813 East Main Street, Salem, Virginia 24153, by email at TitleIXCoordinator@an.edu., or by telephone at (540) 769-8200.

- a. Upon receiving a report, American National English Language Institute (“ANELI”) will respond promptly, equitably, and thoroughly.
- b. A student or employee who reports an incidence of prohibited activity, whether the offense occurred on or off site, will be given a written explanation of his or her rights and options. Victims of sexual offenses are strongly encouraged to examine all options available to them.
- c. Victims wishing to confidentially report an offense for inclusion in the annual security report should go to the Anonymous Reporting of Crime web address: <http://www.an.edu/documents-library/about/consumer-disclosure/crime-tip/>.
- d. In addition, ANELI will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, as appropriate.
- e. Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the local authorities. The ANELI system and police/legal system work independently from one another. Individuals can file reports with ANELI, or with local authorities, or with both systems. If requested, the Title IX Coordinator may assist in the notification of local law enforcement authorities if the victim so chooses. Similarly, the victim may choose to decline such a notification.

3. Retaliation

Any attempt by a member of the ANELI community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is prohibited. Any person who believes that he

or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.

4. Interim Measures

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to restrictions on contact between the Complainant and the Respondent, bans from areas of ANELI, and/or appropriate changes in academic or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

5. Preservation of Evidence

It is important to preserve evidence (if applicable) of the offense as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, stalking, or in obtaining a protection order.

6. Evidentiary Standard

The Title IX Coordinator will decide, based on a preponderance of the evidence, whether there has been a violation of any sex and gender-based misconduct policies upon a complete review of the investigative report and materials. Preponderance of evidence means that the Coordinator is convinced based on the information provided that a violation of policy was more likely to have occurred than not have occurred.

7. Determination

The Coordinator will render a prompt, fair, and impartial investigation and resolution and issue a decision within fifteen (15) business days following the delivery of the investigative materials. To ensure fairness, the Title IX Coordinator shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking along with how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If the Coordinator determines that a violation has occurred, they will then determine the appropriate sanctions in consultation with the ANELI's Legal Counsel. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, ANELI safety concerns and any other information deemed relevant.

Once a decision has been made, both the accuser and the accused shall be simultaneously informed, in writing, of the outcome, the procedures for both the accused and victim to follow to appeal the results of the decision, any change to the decision that occurs prior to the time that the results become final, and when the results become final.

8. Potential Remedies and Sanctions

Faculty, staff or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including termination.

Students are subject to disciplinary action, up to and including dismissal. Remedies may include reassignment of work duties or location; reassignment of class meetings; restrictions on contact with Complainant; access restrictions to ANELI property and/or events, disciplinary probation, or dismissal.

Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from ANELI, ban from ANELI, and/or termination of contractual arrangements.

Vendors or other agencies in contract with ANELI will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all ANELI properties and may also be subject to action deemed appropriate by their respective employer.

9. Sources of Counseling, Advocacy, and Support

ANELI's primary concern is with the health, safety, and well-being of the members of the community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance.

Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

Title IX Coordinator – (540) 769-8200

U.S. Department of Education, Office for Civil Rights <http://www.ed.gov/ocr>

New York—Region II

32 Old Slip, 26th Floor

New York, NY 10005 Telephone: 646-428-3800 Email: OCR.NewYork@ed.gov

U.S. Department of Justice, Office on Violence Against Women <http://www.ovw.usdoj.gov/>

INSTITUTE SECURITY

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, ANELI makes available to current students, prospective students, employees, and prospective employees' information about ANELI safety policies and procedures and statistics concerning whether certain crimes took place on site. The latest report is posted on the website and is available upon request by contacting the Chief Executive's office or by writing to the ANELI Chief Executive.

In summary, the report indicates the incidence of crimes at the individual locations of American National English Language Institute are very low or nonexistent for all of the reportable years. However, any incident is a cause of concern to ANELI. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the ANELI Chief Executive, who will immediately notify the appropriate local law enforcement agency. In the absence of the ANELI Chief Executive or other official, or in lieu of notifying them, the individual should directly notify the local law enforcement agency.

INCLEMENT WEATHER POLICY

In the event of adverse weather, the following procedures will be followed:

Our first concern is the safety of our staff, faculty, and students. Every effort will be made to hold classes. Each individual must make his or her own decision as to whether or not to travel during inclement weather. Announcements regarding delays or cancellations will be made through the Canvas LMS, American National University (ANU) KlassApp, as well as local television and radio stations.

American National English Language Institute participates in KlassApp, an emergency alert system that allows students to receive emergency notifications via email and text message. Students can download the KlassApp for ANU from the Apple App Store or Google Play.

PARKING POLICY

1. Visitors' Parking - Reserved for visitors ONLY. Students may not park in parking spaces identified for visitors.
2. Handicapped Parking - Marked and located near campus entrances.
3. General Parking - Open at all times and free to all students, faculty, and staff.

Your assistance is requested in order to ensure that everyone has access to a parking space. Cars should be parked in a courteous manner, using only one space, avoiding yellow areas, and not blocking passages.

DRESS POLICY

All members of the American National English Language Institute community are asked to observe basic standards regarding appropriate dress. These standards are based on principles of neatness, cleanliness, and tasteful modesty for an academic setting. We frequently have businesspeople and guests on site; many of these people are potential employers. We wish their opinion of our general student population to be completely positive.

An American National English Language Institute student should always be neat and presentable. His or her hair style should be kept neat and clean. Shorts may be worn providing the hemline is not excessively short. Jeans are acceptable as long as they are clean and in good condition. In general, any dress that is considered inappropriate for an academic setting is also prohibited. Staff and faculty members may enforce this dress policy as necessary.

When special events are scheduled, such as Career Fairs, official visits by dignitaries, etc., more formal business dress is appropriate and recommended.

Some programs may have a dress code for specific courses.

CHILDREN ON SITE

American National English Language Institute understands that many of our students are also parents and realizes that sometimes parents must bring their children to the campus. Please remember that your campus is an educational environment; whether you are there for class or to

conduct other business, you should at all times refrain from any activity which could be disruptive to your fellow students, faculty, and staff. In particular, children should never be brought into classrooms, labs, or libraries regardless of age. In other non-academic areas of the campus, children should be in the company of a parent and properly supervised at all times.

MOBILE PHONES AND OTHER COMMUNICATION DEVICES

Students may possess a mobile telephone or other communication device on the Institute property, provided the device is in silent mode during class. If students are caught using communication devices during class and are causing a disruption, the instructor may and should confiscate the device and return it at the end of class. If the infraction occurs more than once during a term, disciplinary action will be taken for those failing to comply with this policy.

TOBACCO POLICY

All American National English Language Institute locations are entirely tobacco-free environments, including all inside spaces and external grounds. This prohibition includes any form of tobacco product or surrogate tobacco product, such as cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco.

SUBSTANCE ABUSE PREVENTION PROGRAM

American National English Language Institute (“ANELI”) is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the ANELI community. The abuse of alcoholic beverages, drugs, intoxicants, or other controlled substances (“substance abuse”) poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills, produce mood swings, panic, and violent and bizarre behavior, and result in loss of physical control or death.

In an effort to create and maintain an environment free from such substance abuse, ANELI established its substance abuse prevention program. The program is consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention) and is set forth for students and employees alike. It consists of two primary parts. First, ANELI developed this Substance Abuse Prevention Program disclosure (the “Substance Abuse Disclosure”), which includes detailed information on a wide

range of topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, ANELI put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed, and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

ANELI believes that the benefits of its substance abuse prevention program are manifold. The program provides ANELI community with critical information and resources relating to substance abuse, and implements standards, policies, and procedures that foster a healthy environment for students and employees alike. The program also serves to ensure our continued reputation and quality of service, to protect ANELI's property and operations, and to enhance the safety of the general public.

ATTENDANCE POLICY

Attendance Policies

- **12 Hours**
 - Warning letter sent to student and placed in student file
 - Meet with ESL Chief Executive and teachers
- **24 Hours**
 - Warning letter sent to student and placed in student file
 - Meet with ESL Chief Executive and teachers
- **36 Hours**
 - Warning letter sent to student and placed in student file
 - Meet with ESL Chief Executive and teachers
- **48 Hours**
 - Courses dropped
 - Student dismissed
 - Possible I-20 complications (if applicable)

Full attendance and regular participation in classes are essential. I-20's will be terminated immediately after 48 class hours missed, but the following actions will take place before a student reaches 48 hours. Any work associated with any day that is missed for any reason may not be made up. This should motivate students to stay in class and keep up with all class work.

Also, at 12 hours missed, a warning letter will be sent to the student and placed in the student's file, and a conference will be set up with the student, both teachers, and the ESL Chief Executive to discuss how to improve attendance. At 24 hours, a warning letter will be sent to the student and placed in the student's file, and a conference will be set up with the student, both teachers, and the ESL Chief Executive to warn that a failure to improve attendance and any failing grades can result in being dropped from the program. At 36 hours, a conference will be called again, and a formal letter will be issued to the student and put in the file informing him or her that failure to improve attendance and any failing grades will result in being dropped from the program. Repeated absences and/or failing grades can result in being dropped from the program. Try not to use your sick days for minor reasons; it is better to save them in case you get sick late in the term.

Also, the student must have positive attendance posted for a class by the second week of the term or the student may be dropped.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records for review, unless, for reasons such as great distance, it is impossible for eligible students to otherwise review the records. Schools may charge a fee for copies.

Additionally, eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Requests regarding any of the activities described above must be made in writing to

the Student Service Office. American National English Language Institute makes the following forms available in the Student Service Office for these purposes - “Student Request to Review, Change or Receive a Copy of Education Records,” and “Student Request for Formal Hearing to Change Education Records.”

Generally, schools must have written permission from an eligible student in order to release personally identifiable information from that student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31). Accordingly, it is the policy of American National English Language Institute to release information to these parties:

- American National English Language Institute school officials with legitimate educational interest;
- Other educational institutions that have requested the information and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State Law;
- To persons or agencies requesting “Chief Executive information” (see below);

American National English Language Institute faculty, staff, and certain agencies to which American National English Language Institute outsources institutional services who may require information from a student’s education record in order to carry out their official duties. They are considered school officials with legitimate educational interest in those cases.

Students wishing to provide consent of release of their information to a party other than those listed above should complete form “Identity Authentication Process and Student Consent to Disclose Records,” available in the campus Student Service Office.

Schools may disclose “Chief Executive” information without consent. Chief Executive information is defined by American National English Language Institute as a student’s name, address, telephone listing, electronic mail address, photograph, date of birth, place of birth, major

field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time) dates of attendance, participation in officially recognized activities, degrees, honors, awards received, and the most recent institution attended. However, schools must tell eligible students about Chief Executive Information and allow them a reasonable amount of time from the date of the notification to request that the school not disclose their Chief Executive information. American National English Language Institute makes such notification annually, or more frequently in the event of any change to the designation of Chief Executive information, allowing students 10 business days from the date of the notification to request that the school not disclose Chief Executive information. Additionally, students may make a request related to the release of their Chief Executive information at any time by submitting a written request to the Student Service Office. The “Chief Executive Information” form, available in the campus Student Service Office, may be used for this purpose.

Eligible students who believe that the school has failed to comply with the requirements of FERPA may file a complaint with the Department of Education at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

WITHDRAWAL

ANELI reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by ANELI rules, regulations or policies may be dismissed and withdrawn from enrollment at ANELI. Any student so dismissed may appeal his or her dismissal by filing a grievance in accordance with ANELI’s Grievance Policy set forth on page 14 of this catalog.

CANCELLATION POLICY

A student’s notification of cancellation may be conveyed to the institution in any manner. A student has through the first week of class (24 hours of class time) to cancel enrollment and receive a full refund of all monies paid to the institution.

REFUNDS AND ADJUSTMENTS

Students should meet with an administrator prior to withdrawing. In many cases, an exit interview is required.

A student shall be financially obligated for tuition charges once he or she has completed all of the following enrollment steps:

1. Has made application and has been accepted for admission by ANELI;
2. Has accepted a schedule of classes for the academic term; and
3. Has attended any regularly scheduled sessions.

If a student discontinues attendance before the expiration of the period for which tuition has been paid or obligated and notifies ANELI of his or her intent to withdraw, the official date of withdrawal is the day the student discontinued classes. If the student registered for classes but did not attend class, the official date of withdrawal is the date of registration.

Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if a student does not officially withdraw. In all instances, the refund shall be based on and computed from the last day of attendance.

REFUND CALCULATIONS PROCEDURES

The enrollment period is based on the number of days in the term, beginning on the first day of classes and ending on the last day of the term, including all periods of examination. A student who withdraws from one or more classes and is still enrolled in at least one class does not receive a refund of any portion of the classes from which he or she withdraws.

REFUND POLICY

1. Institutional Refund Policy – Official Withdraw

When a student officially withdraws the institutional refund policy calculation will be performed for the tuition charges applied to the courses. Certification fees associated with the withdrawn class will be fully refunded. Cost of materials ordered and received which have not been returned will be excluded from the refund calculations.

Official Withdraws: A student officially withdraws in an academic term by notifying the Institute's Student Services office in writing or by phone that they are withdrawing. In this event their official withdraw date is the last day of attendance, determined once the school receives notice from the student that they are withdrawing.

Percentage Completed at of Time of Withdrawal	Refund
0% to 10%	100%
11% to 20%	80%
21% to 30%	60%
31% to 40%	40%
41% to 50%	20%
51% or more	0%

Refund Policy Examples:

This is an example only. Student finances are individualized and vary from student to student.

For example, if a student's last day of attendance is day 11 of a 10-week term; they do not attend any course in which they are enrolled after day 11 of the term, they completed 15% of the course (11 days / 70 total days in the term) and will be refunded 80% of their tuition charged for all courses in the term. In this situation, the following calculation would apply:

\$2,330 (tuition)

- \$1,864 (the refund amount, which equates to 80% of the tuition)

\$2,330 - \$1,864 = \$466 (this is the remaining cost for the course which is the responsibility of the student. This is made up of the remaining 20% of the tuition for the withdrawal).

For example, if a student's last day of attendance is day 11 of a 5-week term start (mid-term start); they do not attend any course in which they are enrolled after day 11 of the term, they completed 31% of the course (11 days / 50 total days in the term) and will be refunded 60% of their tuition charged for all courses in the term. In this situation, the following calculation would apply:

\$1,165 (tuition)

- \$699 (the refund amount, which equates to 60% of the tuition)

\$1,165 - \$699 = \$466 (this is the remaining cost for the course which is the responsibility of the student. This is made up of the remaining 40% of the tuition for the withdrawal).

2. Institutional Refund Policy – Unofficial Withdrawal

If a student ceases attendance in all courses in which they are enrolled for the academic term, the student will be unofficially withdrawn from enrollment in all courses and the institutional

refund policy calculation will be performed for the tuition charges applied to all courses. Cost of materials ordered and received which have not been returned will be excluded from the refund calculations.

Percentage Completed at of Time of Withdrawal	Refund
0% to 10%	100%
11% to 20%	80%
21% to 30%	60%
31% to 40%	40%
41% to 50%	20%
51% or more	0%

Official Withdrawals: A student’s withdrawal date is the last day of attendance, determined once the school receives notice from the student that he or she is withdrawing.

Unofficial Withdrawals: A student’s withdrawal date is his or her last day of attendance. The school’s determination that a student is no longer in school for an unofficial withdrawal is determined after a total of 48 hours of non-attendance per term.

3. Order of Refunds

If a credit balance exists on a student’s account after funds have been returned due to the application of the Return of Funds Policy, or if a refund is payable due to the application of the institution’s Refund Policy, any such credit balance or refund will be paid as set forth below:

- a) Any amount attributable to the student will be paid to the student, up to the amount received for the enrollment period from which the student withdrew.
- b) Any amount attributable to private or corporate grants or scholarships will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.
- c) Any amount attributable to sources other than those listed above will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.

4. Refund Procedures

Students should make application for refunds by completing a withdrawal form as soon as they become aware that they must withdraw. The student should note his or her date of withdrawal on the form. The submission of this form by the student will initiate the refund process. If a student does not officially withdraw, ANELI will initiate the withdrawal process when it is apparent by the student's absences that he or she has withdrawn. The refund policy as stated in the catalog will be implemented in the event of both official and unofficial withdrawals.

TUITION, FEES AND CHARGES

Students are obligated to pay their tuition, fees and other institutional charges on or before the first day of class.

Students are expected to make full payment of their tuition fees the first day of class of every term. Any remaining unpaid charges must be paid in full before the commencement of the new term.

PAST-DUE ACCOUNTS – A 1.5% monthly late fee, which is an annual percentage rate of 18%, may be made on all past-due accounts.

TRANSCRIPT FEE – (No charge for first copy) \$5

RETURNED CHECK FEE – \$25

DUPLICATE ID FEE – \$10

DIPLOMA REPRINT FEE – \$50

TRANSCRIPT REQUEST FEE – A student's account will be assessed for the costs incurred by the Institute for requesting and obtaining high school and university transcripts.

TUITION – The cost of regular tuition is \$2,330 per term. This does not reflect any scholarships or promotional tuition rates which might be applicable.

ADDITIONAL COSTS – AMERICAN NATIONAL ENGLISH LANGUAGE INSTITUTE

The cost of attending ANELI is not limited to charges that appear on students' accounts.

Additional costs will vary by individual, but the following estimates may be helpful for planning purposes. These figures correspond for one academic year (5 terms) in the 2020 year.

	Roanoke	Memphis & Nashville
Housing	\$3,000 - \$8,400	\$7,000 - \$15,000
Transportation	\$2,000	\$2,000 - \$6,000
Other Living Expenses	\$2,000 - \$4,000	\$3,500 - \$7,000

INTERNATIONAL STUDENTS

Government-sponsored or Subsidized Programs

Programs sponsored or subsidized by the United States government are generally not available to international students. International students should consult their country's consulate or embassy for educational benefits sponsored by their home country or obtain a private sponsor before departing for study in the United States.

TYPES OF FINANCIAL ASSISTANCE

INSTITUTIONAL GRANTS AND SCHOLARSHIPS

English Partnership Scholarship

The English Partnership for International Education Scholarship helps international students reach their goal of obtaining a career education at the post-secondary and graduate levels. Each calendar year the first 100 international students who have an F1 Visa and have completed the application process may qualify for this scholarship. Scholarship payments are applied directly to students' tuition and fee charges on their student accounts each term, in amounts based upon their course load, up to \$1,000 every term. The total amount of this scholarship will not exceed \$6,000 for the entire ESL program.

ACADEMIC CALENDARS

2020 Calendar

Term 200	
Term Begins	December 15, 2019
Last Day to Drop/Add	December 30, 2019
Census	December 31, 2019
<i>No classes on campus Winter Holiday Break</i>	December 22, 2019 - December 28, 2019
<i>No classes on campus New Year's Day Observed</i>	1-Jan-20**
Last Day of Term	February 29, 2020
Term Break	March 1, 2020 - March 7, 2020
Term 201	
Term Begins	February 2, 2020
Last Day to Drop/Add	February 10, 2020
Census	February 11, 2020
Last Day of Term	April 11, 2020
Term Break	April 12, 2020 - April 18, 2020
Term 202	
Term Begins	March 8, 2020
Last Day to Drop/ Add	March 16, 2020
Census	March 17, 2020
Last Day of Term	May 16, 2020
Term Break	May 17, 2020 - May 23, 2020
Term 203	
Term Begins	April 19, 2020
Last Day to Drop/Add	April 27, 2020
Census	April 28, 2020
<i>No classes on campus (Memorial Day Observed)</i>	May 25, 2020**
Last Day of Term	June 27, 2020
Term Break	June 28, 2020 - July 4, 2020
Term 204	
Term Begins	May 24, 2020
Last Day to Drop/Add	June 1, 2020
Census	June 2, 2020
<i>No classes on campus (Memorial Day Observed)</i>	May 25, 2020**
<i>No classes on campus (Independence Day)</i>	July 3, 2020**
Last Day of Term	August 1, 2020
Term Break	August 2, 2020 - August 8, 2020
Term 205	
Term Begins	July 5, 2020
Last Day to Drop/Add	July 13, 2020
Census	July 14, 2020
<i>No classes on campus (Labor Day Observed)</i>	September 7, 2020**
Last Day of Term	September 12, 2020
Term Break	September 13, 2020 - September 19, 2020

Term 206	
Term Begins	August 9, 2020
Last Day to Drop/Add	August 17, 2020
Census	August 18, 2020
<i>No classes on campus (Labor Day Observed)</i>	September 7, 2020**
Last Day of Term	October 17, 2020
Term Break	October 18, 2020 - October 24, 2020
Term 207	
Term Begins	September 20, 2020
Last Day to Drop/Add	September 28, 2020
Census	September 29, 2020
<i>No classes on campus (Thanksgiving)</i>	November 26, 2020 - November 27, 2020**
Last Day of Term	November 28, 2020
Term Break	November 29, 2020 - December 5, 2020
Term 208	
Term Begins	October 25, 2020
Last Day to Drop/Add	November 2, 2020
Census	November 3, 2020
<i>No classes on campus (Thanksgiving)</i>	November 26, 2020 - November 27, 2020**
<i>No classes on campus (Winter Holidays Observed)</i>	December 20, 2020 -December 26, 2020
<i>No classes on campus (New Year's Day Observed)</i>	January 1, 2021**
Last Day of Term	January 9, 2021
Term Break	January 10, 2021 - January 16, 2021
Term 209	
Term Begins	December 6, 2020
Last Day to Drop/Add	December 14, 2020
Census	December 15, 2020
<i>No classes on campus Winter Holidays Observed)</i>	December 20, 2020 -December 26, 2020
<i>No classes on campus (New Year's Day Observed)</i>	January 1, 2021**
Last Day of Term	February 20, 2021

** Holidays with mandatory make-up days to be determined.

STUDENT PORTAL

It is vital that students keep track of their academic performance. Students can do this by logging into the online Student Portal. Here, students can check their attendance, grades, class schedule, and financial ledger account information. Students should check their attendance for each course throughout the term, and students should also log into the Student Portal to review the course outline and syllabus for each of their classes. This will help students to keep track of important deadlines and assignments. Missed deadlines could result in termination of enrollment, so it is important for students to log into the Student Portal frequently. Students can find the login to the student portal [here](#).

Students can access to the Student Portal by using the information given by the Student Services office. If students forget their password, they may email studentsupport@an.edu for assistance.

CANVAS LOGIN INFORMATION

Please point your web browser to <https://anu.instructure.com/login/canvas> your login name will be your email address (the whole thing). Your first password will be given to you by the Student Services office.

ADMINISTRATION AND ORGANIZATION

The Officers and Chief Executives of American National English Language Institute Inc., are:

Frank Longaker.....Chairman, Board of Chief Executives

Steven Cotton.....Chief Executive, Board of Chief Executives

Kevin Chakos.....Executive Director

Carl Robertson.....Chief Financial Officer

CAMPUS LOCATIONS

American National English Language Institute – Salem, VA – MAIN CAMPUS

1813 East Main Street, Salem, VA 24153

540-986-1800

American National English Language Institute – Nashville Campus

1638 Bell Road, Nashville, TN 37211

615-333-3344

American National English Language Institute – Memphis Campus

2576 Thousand Oaks Blvd, Memphis, TN 38118

901-363-9046