



American Institute of Business and Language, Inc.

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CATALOG



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AIBL Foundation Documents

Mission

The mission of the American Institute of Business and Language is to provide effective English language instruction to a diverse student body through comprehensive curricula, dedicated faculty, and a learner-centered environment that supports personal growth, English proficiency, and a commitment to continuing education and lifelong learning.

Core Values

Create a cohesive and student-centric learning environment

Our teaching methodology in terms of learning goals for our students has, over time, lent itself to the evolution of student learning through the constant state of flux in pedagogy and/or methodology. Our current student-centric approach creates a broader scope of communication and overt expression, allowing a more dynamic learning environment for our students.

Pursue professional growth and learning

While we utilize a diverse methodology for our students, we also encourage the faculty to learn from each other and share their experiences, both in and out of the classroom, through collaboration, support, and encouragement.

Evolving and adaptive curriculum and classroom management

AIBL strives to uphold its expertise in ESL curriculum and implement it through effective instruction. AIBL has developed and refined a curriculum that fosters our students' competence in spoken and written English. We are committed to teaching the latest technology in our courses, allowing students to gain relevant skills for personal growth and enrichment.

Respect for student diversity and a commitment to inclusion

As a school located in the suburbs of NYC, diversity is a quality intrinsic to our existence, operations, and success. With immigrants and persons from all walks of life constituting both student body and staff, inclusion is integral to day-to-day functions and the long-term vision.

Profile of Graduates

Graduates of AIBL are equipped with the skills necessary to communicate effectively in spoken and written English.

Graduates are CONFIDENT. Graduates are able to function in a community where English is spoken, confident that they can communicate effectively and exercise the valuable skills gained from the programs of the school.

Graduates are CONTRIBUTORS. Graduates are able to contribute ideas clearly and concretely in English, where English language had once been a barrier to sharing their thoughts and ideas.

Graduates are PREPARED. Graduates are ready to progress to the next phase of their life, whether it be pursuing higher education in the United States or going back to their native country. The skills learned in AIBL set up students for higher education and personal development.



General Information

Location and Description of Facilities

The American Institute of Business and Language is situated in 244-02 Jericho Turnpike, Ground Floor, Floral Park, NY 11001. The Institute has a reception area, two main classrooms, men's and women's restrooms, and an office for student records at the back.

Program and Courses

The Institute offers beginner to advanced ESL programs (ESL 100, 200 and 300) catering to those with limited English-speaking proficiency.

Our programs are not focused on job training nor to teach a vocation. Rather, our academic programs are designed to develop a broader knowledge of English, improve communication skills and for personal enrichment.

Orientation of New Students

Orientation is conducted at the beginning of each semester to introduce new students to the Institute, its facilities, faculty, and staff. During orientation, students are briefed through school policies, rules, and regulations.

Mr. Kolaczko, the Principal Designated School Officer (PDSO), attends the orientation and informs students of the following:

- Attendance requirements,
- Satisfactory Academic Progress (SAP) requirements to maintain F-1 visa status,
- Student health insurance is not offered by the Institute, but health insurance is important while studying in the US, and it is recommended that students enroll in health insurance of their own choosing.
- Although housing is not offered by the Institute, student advisors may be consulted on housing availability in the area.

School Closings

The Institute is closed on the following public holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day (Summer break. The Institute is closed for one (1) week.)
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day (immediately following the last day of class through January 1.)

NOTE: The Institute reserves the right to extend classes to a Friday whenever a public holiday falls on a weekday.



Full-Time Students

Full-time students must attend classes on Monday and Tuesday, both morning and afternoon sessions, and carry a course load of 18 hours per week.

Re-entering Students

A student who has been academically dismissed from the Institute may apply for re-entry by submitting a written request to the director. The student must wait at least one term before he or she is eligible for re-entry. The decision on approving re-entry will be based on factors such as grades, attendance, student account balance, conduct and the student's commitment to complete the course of study.

All applicants will be treated as new students and will have to sign a new Enrollment Agreement.

The registration fee will be waived for any student who re-enters **less than a year** after leaving the school.

Crime Awareness and School Security

Students are provided with information about crime awareness at the orientation.

Housing

The Institute does not offer housing facilities to students. However, student advisors may be consulted on the availability of housing in the area.

Lost/Stolen Property

The Institute is not responsible for lost or stolen property of any student or employee.

Disclosure statement:

The student should be aware that information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school, or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Disclosure statement – College Credit

American Institute of Business and Language offers curricula measured in clock hours, not credit hours. Certificates of completion are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at American Language Institute is solely at the discretion of the institution of higher learning that the student may opt to subsequently attend.



Non-Discriminatory Clause

The Institute does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, nationality or ethnic origin, handicap, marital, parental, or veteran status.

Sexual Harassment

Sexual harassment is described as unsolicited, non-reciprocal behavior such as verbal comments and harassment, sexist remarks about a person's body, or sexual activities, patting, pinching, or unnecessary touching and demand for sexual favors accompanied by implied threats concerning physical needs.

Any form of sexual harassment is a violation of the Institute's rules and Federal law. If a student is found in violation of the school's sexual harassment policy, he or she will be dismissed from the Institute.

Substance Abuse

The Institute is determined to maintain an environment that is free from possession and/or distribution of illegal drugs, alcoholic beverages, and any controlled substance (without a valid prescription). If a student is found with such substance(s), he or she will be dismissed from the Institute.

Smoking

Smoking is prohibited at all times in classrooms, hallways, bathrooms, and other areas of the Institute's premises. If a student is found in violation of the no-smoking policy, he or she will be dismissed from the Institute.

Disclaimer

The Institute reserves the right to:

- Limit registration for courses.
- Cancel classes where there is insufficient enrollment. In such cases, enrolled students will be notified and refunded all monies received.
- Discontinue courses where no sufficient interest or need exists. In such cases, enrolled students will be notified and refunded all monies received.

Faculty

All courses are taught by qualified, licensed faculty.

Student Services (Academic Advising/Counseling)

The Institute recognizes that its students deserve the highest level of academic instruction for utmost satisfaction. To deliver this, AIBL is committed to providing the best possible services to its students.

The following academic advising services are offered at AIBL:

- **Academic counseling** – our counselors help students deal with a variety of concerns including:
 - Problems with teachers and/or peers,
 - Resolving issues with grades or transcripts,
 - Illness or family problems that may impede the student's progress and/or attendance,
 - Any issue related to miscommunication concerning academics, e.g., regular class, attendance, withdrawing and/or dropping a class, etc.
- **Course schedule planning** – ensuring that students understand the full scope of the curriculum



including subjects and sequence.

- **Academic planning** – helping students choose their field of study and track their progress throughout. Referrals to relevant services are available at the Institute including, but not limited to, services for learning disabilities, classes missed due to personal reasons, and other matters that may hinder academic progress.

The Advising Department maintains an open line of communication with the faculty, facilitating coordination between faculty and students to address any curricular, academic, or personal issues.

Social Activities/Community Service

AIBL is located in Floral Park, a bustling and vibrant area in Nassau County, Long Island, New York, less than an hour from New York City by Long Island Railroad (LIRR) commuter trains. Students are encouraged to participate in the Institute's activities such as the annual Culture Day Festival, an event where the Institute's diverse international community shares food, dance, and cultural traditions. Other school activities include trips to museums, theaters, and historical locations on Long Island and in and around New York City.

Accommodation Policy

AIBL is committed to providing reasonable accommodation and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities, and employment. In some cases, AIBL must meet formally to determine the best course of action. AIBL thoroughly reviews all requests on a case-by-case basis in accordance with applicable federal, state, and local laws.

Field Trip Guidelines

AIBL considers student outings as an extension of the classroom designed to stimulate interest and inquiry in students, and to provide opportunities for educational growth and development.

The criteria used for assessing the suitability of a proposed trip include:

- Amount of classroom time lost
- Student safety
- Educational opportunity offered
- Relationship to the curriculum or standards of the course

Teachers are mindful of the impact that missed classroom time has on students and are required to balance the learning opportunity of the field trip with the loss of classroom minutes. Teachers are encouraged to consider trips that have little or no negative impact on instruction time.

Rules for Field Trips

- All field trips must be approved by the Director.
- Teachers must fill out a Field Trip form and outline the purpose of the trip, location, and time frame.
- Approved field trips will be scheduled in a fair manner.
- Previously scheduled assignments and/or tests are due on the specified day, including days allocated for field trips.
- All aspects of the field trip must be highly effective in accomplishing the objectives of the curriculum. The amount of classroom time lost must be justified by the educational opportunity provided by the field trip.
- Student safety is top priority in any field trip. Adequate supervision will be provided at all times



for all students, taking into account possible dangers posed by the trip.

- Teachers must review the acceptable standards of conduct with students before the trip.
- Teachers are responsible for the conduct of the students.
- Teachers planning trips will be responsible for arranging appropriate instruction/educational experience and supervision for students who opt out of field trips.

Prior to leaving for the field trip, teachers must provide a list of participating students for attendance purposes.

In the event of an emergency:

- In an emergency, the teacher must notify an AIBL administrator by telephone as soon as possible.
- If necessary, the teacher shall also
 - Call 911 and administer care following the instructions and directions of the EMS.
 - Stay with the student until the issue is resolved and keep the administration updated with the situation.
 - Accompany the student(s) to the hospital, police department or wherever they are directed to.
 - Fill out an incident report within 12 hours of the incident.

The administration will keep abreast of the student's condition and progress, maintain communication with the student and if necessary, get in touch with the student's emergency contact identified in the Admission Form.

Student Code of Conduct

Students are encouraged to respect the rights of others and conform to all rules of AIBL:

- Students should not interfere with the conduct and affairs of the institution or educational process.
- Bullying and harassment of any type (sexual, racial, gender, religious affiliation) is prohibited and grounds for suspension and/or dismissal from the Institute.

Offensive conduct may include, but is not limited to:

- Offensive jokes
- Slurs
- Epithets or name calling
- Physical assaults or threats
- Intimidation, ridicule, or mockery; insults or put-downs,
- Offensive objects or pictures
- Interference with work performance
- The use of mace, weapons, knives, and other dangerous and harmful materials on school premises is grounds for immediate termination.
- Loitering and blocking the school entrance or hallways are prohibited.
- Alcohol and controlled substances including narcotics, marijuana, and other drugs are prohibited on school premises. In cases where controlled substances are required for medical purposes, students must provide a prescription issued by a physician as proof.



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- Cheating and plagiarism are prohibited.
- Gambling on school premises is prohibited at all times.
- Smoking (including “vaping”) on school premises is prohibited at all times.
- Spitting and chewing gum on school premises is prohibited.
- Visitors and children are not permitted in the classrooms when classes are ongoing.
- Eating is not permitted in classrooms while a class is in session.
- No loud, disorderly, boisterous, violent, or indecent behavior of any kind.
- Vandalism and theft of school property are prohibited.

Breaking any or all rules may subject a student to:

- Warning
- Probation
- Suspension
- Termination
- Police/legal action (under certain circumstances including, but not limited to student visa violations, theft, assault, etc.)

Pending the outcome of a hearing by the faculty Student Conduct Committee, students may be immediately suspended for their offense (depending on the nature of the offense) and will only be allowed in the school for his/her disciplinary hearing(s) until a decision is reached by the SCOC committee concerning the hearing outcome.

Termination and Withdrawal

The Institute reserves the right to dismiss a student in cases where he or she has not attended classes for three (3) consecutive weeks and has not notified or contacted the Institute to explain the absence. The Institute will make every effort to contact the student via telephone, mail (certified and first class), student referral and other means of contact before a decision is made on the student’s termination. A student will be determined to have withdrawn if he or she does not respond to the Institute’s correspondence, telephone calls and other means of contact. This decision will be based upon the deliberation of the Director and/or DSO.



American Institute of Business and Language, Inc.

Approval, Ownership, Membership/Accreditation

Approval/Ownership

The Institute owned and operated by the American Institute of Business and Language, Inc. is licensed by the New York State Department of Education's Bureau of Proprietary School Supervision, located in Albany, New York.

The Institute is:

- **Registered by the New York State Department of Education**
- **Authorized to enroll non-immigrant international students**
- **Accredited by the Commission on English Language Program Accreditation (CEA)**

Board of Directors

Abubo, Alfredo

Barlaan, Lorraine

Jayasingh, Joshua

Kolaczko, Peter

Administration

Kolaczko, Peter
President/ Admissions Director

M.Sc.; B.A. Pedagog University, Poland

Abubo, Alfredo
**Chief Financial Officer/
School Director**

M.B.A. St. Johns University, NY
B.S.B.A. University of the East, Philippines

Mondello, Joseph W.
Academic Director

B.A. New York University

Cuadra-Perez, Kevin
Office of Admissions

A.S. Nassau Community College

Aguila, Mary Joy
Office of Admissions

B.S. University of the City of Manila, Philippines

Faculty:

Bermack, Kiri

Master of Science for Teachers - Pace University
B.A. Connecticut College

Del Cid, Richard

B.S. Queens College

Mondello, Joseph W.

B.A. New York University



Admission Policies

Entrance Requirements (Regular Students)

- 17 years or older
- Proof of high school diploma or equivalent or GED (minimum requirement)
- Personal interview with an Admission Representative

Non-Immigrant Students

The Institute is authorized under federal law to enroll non-immigrant alien students. They must meet the same admission requirements as other students of the Institute.

Entrance Requirements (Non-Immigrant Students)

- Must be 17 years or older
- Proof of high school diploma or equivalent (minimum requirement)
- Personal interview with an admission officer
- Proof of financial stability

Rules Governing Non-Immigrant Students

Non-immigrant students must be aware of the following rules:

- Non-immigrant students must submit evidence of financial stability for the entire duration of the program.
- The rules and regulations governing regular students also apply to non-immigrant students.
- Students must always attend all classes regularly.
- Students are responsible for completing all courses in the approved curriculum he/she is enrolled in
- Students must attend classes with all the books and materials required for every course
- During the first week of the term, a student is given a class schedule. The class schedule confirms that the student is enrolled in the instructor's class.
- Photocopied textbook materials are not permitted in class at any time unless the materials are related to the course and are handed out by the instructor. (See AIBL Copyright Policy)
- The Institute will not grant a document of any kind, e.g., transcripts or certificates, to a student if there is a balance owed for tuition, books, or other materials.
- Students should advise the Student Records Department of any change in address, telephone number and/or other pertinent information.

Change-of-Status for Non-Immigrant Students

Non-immigrant students may apply for a Change-of-Status (COS) visa. Applicants should present the required documentation and submit evidence of financial stability.

It is essential to understand that the United States Citizenship and Immigration Services (USCIS) make all decisions regarding applications for Change-of-Status.



Non-Immigrant Students Transferring to Another School

If a non-immigrant student wishes to transfer to another school, a written request should be submitted to the DSO of the current school that the student is attending with the following conditions:

- If a student received an approved F-1 status with the I-20 form issued by the AIBL, he or she must attend a minimum of one term before requesting to transfer to another institution.
- Transfers will not be granted during the course of a semester. Students wishing to transfer must complete the semester they are currently enrolled in.
- He/she must be in good SAP standing (have maintained a 2.0/"C" letter grade average throughout the program and have satisfactory attendance at or above 85%/243 attendance hours or higher)
- Be in good standing with the Bursar.

For more information on student visas, visit the USCIS website at www.travel.state.gov/visa or www.educationus.state.gov.

Academic Policies

Class Hours/Sessions

Morning: 8:30 AM to 1:00 PM

Afternoon: 1:30 PM to 6:00 PM

Academic Year

The academic year consists of 864 hours spread across 48 weeks of instruction.

Unit of Instruction/Clock Hours

A unit of instruction is measured in clock hours. An instructional hour consists of 50 minutes with a 10-minute break.

Enrollment Agreement

Upon acceptance into the Institute, a student must sign an approved Enrollment Agreement for the program or course he or she is enrolled in.

Late Enrollment

If an applicant misses the official start date of a program, he or she may submit a request for a late enrollment to the Director of Admissions. Late enrollment constitutes a maximum of four (4) days from the official term start date. Requests for late enrollment will only be considered providing the applicant agrees to make-up any hours missed from the official start date of the term.

Registration and Tuition Fees

Upon enrollment, a student must pay a *one-time non-refundable registration fee* for the program or course that he or she is enrolled in. The registration fee is applicable only to the specific start date of the program or course that the student is enrolled in. A registration fee cannot be applied to any other start date. Tuition and fees are charged at the beginning of each term and payments are applied to the student account.

Flexible payment plans are available to all students.



Books and Work Materials

Students are responsible for textbooks and school materials. Students must always come to class prepared with the required textbooks/materials of the program or course.

Unpaid Balance/Delinquent Accounts

If a student is unable to pay any account balance, the student will be asked to sign a promissory note to be paid at a later date without interest.

A tuition balance may also occur when a student withdraws or drops from the program. When a student withdraws/drops from the program with an unpaid balance, he/she will be advised on his/her financial liability and any other future consequences. If the student withdraws/drops and there is a balance due, a notice will be sent to the student reminding him or her of the tuition liability. If reminders are ignored, the account will become delinquent and will be reported to a collection agency.

Attendance and Absences

Recording Attendance

Regular attendance of classes is essential for the successful completion of a program or course. Failure to maintain regular attendance may result in consequences including termination.

Attendance policies are as follows:

- The instructor records each instructional hour of attendance in an official roster.
- Attendance is taken every hour and the rate of attendance is calculated at the end of each term.
- Students arriving more than 15 minutes late or leaving more than 15 minutes early will have their recorded attendance reduced by the number of minutes rounded up to the nearest one hour.
- ***There are no excused absences.*** Students not attending class(es) will be marked absent, regardless of consequences.

Grading Scale

The grading scale is as follows:

SCORES	LETTER GRADE	GRADE POINT	INTERPRETATION
100-90	A	4.0	Excellent
89-80	B	3.0	Good
79-70	C	2.0	Satisfactory
69-65	D	1.0	Pass
Below 65	F	0	Fail
Incomplete	I	0	Incomplete
Withdrawal	W	0	Withdrew



Evaluation Points

The standards of Satisfactory Academic Progress (SAP) evaluation points are devised to comply with the requirements of the Commissioner's Regulations and Education Law.

Academic Progression

To ensure student success, progression to the next course level is based on demonstrated mastery of the skills required at each level. Students must achieve a minimum of 65% mastery across the Student Learning Outcomes (SLOs) to advance. Student Learning Outcomes are assessed through a variety of tools, such as quizzes, exams, weekly assignments, oral presentations, and class participation, as outlined in each course syllabus. These assessments are designed to measure students' development in reading, writing, speaking, listening, grammar, and vocabulary, depending on the course level. Only students who meet the progression standard will be permitted to advance to the next level. Students who do not meet this standard may be required to repeat the course or receive additional support before advancing.

Satisfactory Academic Progress (SAP)

The standards of Satisfactory Academic Progress (SAP) provide metrics for determining student progress. Progression at a satisfactory rate ensures the student may remain enrolled in the Institute. By measuring the student's cumulative grade point average (CGPA) at the end of each term the Institute can determine whether the student is progressing in a satisfactory manner.

Make-Up Hours

The following rules apply regarding make-up hours:

- Make-up hours must be done for the course not completed by the student and must be under the jurisdiction of an instructor.
- No charges will be applied for make-up hours completed within the expected graduation date. A charge for make-up hours will apply when hours are completed after the expected graduation date.
- A student will be charged the per hour cost documented in the existing enrollment agreement.
- A student may **not** use make-up hours to replace missed projects and assignments.
- Assignments that are not completed during the make-up times are factored into the student's final grade with no penalty.
- In order to measure satisfactory academic progress, a student must achieve eighty-five (85%) percent attendance.

Repeating a Failed Course (F)

If a student receives a grade of "F", the student must repeat the failed course. A failed course will affect the student's GPA.

If a repeated course still results in a failing grade, the grade of the repeated course will be used to calculate the final grade.

Incomplete Grade (I)

If a student does not complete the required coursework within the term, he or she will be given an incomplete grade of "I". A grade of "I" will not affect the student's Grade Point Average (GPA) but will affect the number of hours attended.

A student has 1 (one) term to change the grade from an "I" to a passing grade. The change of grade will be documented in the student's file. If the student fails to complete the coursework within the prescribed period, the "I" grade will change to a grade of "F". At this point, the change will affect student's SAP.



Withdrawal (W)

When a student withdraws from the program, he/she will receive a grade of “W” for the courses with an approved withdrawal request. This grade does not affect the course completion rate or GPA, and therefore does not impact the measurement of the student’s SAP.

Withdrawal Procedures

Should a student be forced by circumstances to withdraw prematurely from his/her course of study, the student must complete and submit a **withdrawal form**. In addition to standard information (SSN, name, program, etc.) the student is asked to provide the rationale behind the decision to withdraw. Honesty is appreciated as the Institute relies on student feedback (both positive and negative) to improve our methods of operation.

Determined Date of Withdrawal

The withdrawal date is the date a student submits an official withdrawal to the Student Records Department. If a student does not complete the official withdrawal process, the school will determine the student’s withdrawal date based upon the Institute’s records.

Any applicable refund will be generated based on the student’s last day of physical attendance in class.

Failure to notify the Director in writing of withdrawal may delay any tuition refund due (pursuant to section 5002 of Education Law).

Tuition Reimbursement Fund

The New York State Department of Education maintains a “Tuition Reimbursement Fund” designed to protect the financial interest of students who attend proprietary schools.

Should a school close while students are in attendance before completion of their educational program(s), they may be eligible for refund(s) of all tuition paid. If a student drops courses prior to completion (and they file a complaint with the New York State Education Department against the school) they may be eligible to receive a tuition refund.

To file a claim with the Tuition Reimbursement Fund, students must first file a complaint with the Bureau of Proprietary School Supervision (BPSS):

**New York State Department of Education
Proprietary School Supervision
EBE Building
Room 974
Albany, NY 12234**

Academic Probation

At the end of the 8th week (or first marking period) if a student fails to maintain a GPA of 1.5 and/or 50% attendance he/she may be placed on academic probation. The student is notified through an Interim Progress Report (IPR) that he or she is not in good standing and is being placed on probation. Toward the



end of the probationary period, the student will receive a final evaluation to determine his/her ability to satisfactorily complete the program. If the evaluation determines that the student lacks the ability to complete the program, the Institute reserves the right to dismiss the student and/or place him/her on extended enrollment status.

Suspension Review

At the end of the probationary period, a suspension review may occur should the student fail to meet the standard for Satisfactory Academic Progress (SAP). A suspension review is a meeting between the Director, instructors, and the student to discuss what cause(s) and effect(s) led to the suspension.

Appeal Process for Not Maintaining SAP

An appeal in writing submitted to the Director (or designated school official) within five (5) days of notification of dismissal may be accepted should special or mitigating circumstances be involved with the student's academic issue.

The decision of the Academic Review Committee is final and may not be appealed.

Re-establishing SAP

A student dismissed for failure to maintain SAP requirements may appeal to continue studies by contacting his/her admissions representative. By retaking failed classes, the student may restore Satisfactory Academic Progress (SAP). During this extended enrollment period, the student is responsible for all cost incurred.

Should the student improve his/her GPA to a satisfactory level then he/she may apply for reinstatement.

Prior to reinstatement, the student and director may establish a meeting to determine whether the student has attained the necessary academic ability to successfully continue at the Institute.

Upon reinstatement, the student will be placed on academic probation for one (1) term.

Student Rights and Responsibilities

Student has the right to know:

- The Institute's licensing and accreditation agencies
- The Institute's programs, facilities, and faculty
- The cost of attending the programs of the Institute
- The Institute's method of determining Satisfactory Academic Progress (SAP)
- How the SAP affects the student's pursuit of study in the Institute

Student Responsibilities

- Review and assess all aspects of the school's programs before enrolling
- Provide additional documentation, verification, correction, etc., as requested by the Institute
- Read, understand, and keep copies of all forms received
- Notify the school of any change in financial circumstances
- Understand the Institute's refund policy
- Sign all required certification and statements
- If applicable, pay the balance of tuition according to the promissory note



Graduation Requirements

For a student to successfully graduate from the program or course he or she is enrolled on, the student must acquire an overall GPA of at least C/2.0 and complete 85% of attendance in all courses of the approved curriculum.

A student must also complete all financial obligations before he or she can request any documentation from the school such as transcripts, certificates, etc.

Credentials Awarded/Official Transcripts

A student will receive an official certificate from the Institute, provided all make-up hours, projects, and assignments are completed and graded.

A student is granted one official transcript of record upon completion of the program at no charge. A student may request additional official transcripts at \$15.00 per transcript.

Refund Policy

Refunds for the same period of enrollment apply to all students who are enrolled in approved programs and courses.

Term Refund Policy

A term refund policy is based on programs/courses broken down into terms of 15 to 18 weeks of instruction.

A student who cancels within seven (7) days of signing the enrollment agreement receives all monies paid except the non-refundable registration fee.

After the first week/seven days of signing the enrollment agreement, a student will be liable for the following:

- The non-refundable registration fee,
- The cost of any textbooks or materials,
- Tuition as of the last day of physical attendance in class.

If termination occurs	The school may keep	Student refund
Prior to or during the first week of signing the enrollment agreement	0%	100%
During the second week	20%	80%
During the third week	35%	65%
During the fourth week	50%	50%
During the fifth week	70%	30%
After the fifth week	100%	0%

EXAMPLE: a student who enrolls in ESL 100, 200 or 300 must pay a non-refundable registration fee of \$100 and the term tuition of \$2,016. If the student decides to terminate the enrollment, the refund due is based on the date from which the student signed the enrollment agreement, as illustrated in the table below.

If termination occurs	The school may keep	Student refund
Prior to or during the first week of signing the enrollment agreement	\$100	\$2,016.00
During the second week	\$503.20	\$1,612.80
During the third week	\$805.60	\$1,310.40
During the fourth week	\$1,108.00	\$1,008.00



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During the fifth week	\$1,511.20	\$604.80
After the fifth week	\$2,116.00	\$0.00

A tuition refund must be paid within 30 days from the date of determination of the student's last date of attendance or withdrawal.

Tuition Liability

Tuition Liability is the amount of allowable charges for incurred student tuition during the period of enrollment.

Last Date of Attendance (LDA)

- Any student who is absent for thirty (3) days is in violation of their enrollment agreement and will be contacted by phone, and/or email. If contact with the student cannot be made, a warning letter will be issued informing the student that failure to return to class(es) may result in dismissal from the Institute.
- The student will be given five (5) days to respond to any warning letter. Failure to respond to warning letters within the required timeframe will be grounds for dismissal from the program.
- The date when the Records Department begins the procedure to close the student's file is the date of determination.
- If a student informs the Institution orally or in writing of his/her intent to withdraw, the date of determination is the date the student informed the Institute.
- The student will only be assessed tuition liability and other related charges that were incurred up to the student's actual last day of attendance (LDA) which is the last date on record that the student physically attended class (in-person or remote).
- If it is determined that a refund is due to the student, the refund will be paid within thirty (30) days from the date of determination.

Leave of Absence, Financial Assistance and Credits

Leave of Absence (LOA)

The Institute does not offer Leaves of Absence from its programs.

Financial Assistance

The Institute does not offer financial aid or financial assistance.

Credits from Prior Training

The Institute does not accept credits from prior training.



ESL Program Components and Course Descriptions

ESL Program Objective

The English as a Second Language standalone courses provide instruction of the English language to individuals wishing to improve their communication skills or master the English language. The Institute's graduates are confident in their ability to thrive in an English language environment and some even pursue higher education in the US.

The ESL courses offered by the Institute are designed for **personal enrichment only** and are not intended to provide instruction as a means of acquiring occupational skills or employment.

ESL 100

- One term/16 weeks
- Prerequisite: SLEP Test Score of 0 - 51

ESL 100 provides English language instruction to the student at the beginner level. At the end of the course, the student will be able to read, speak, write, converse, and understand basic English grammar at the beginner level.

Description: A concentration on descriptive or narrative compositions of familiar everyday subjects, principles and techniques of English in the writing process. Students are strongly encouraged to use a dictionary.

Course Component*	Classroom Hours
Reading and Writing 100	96
Grammar 100	96
Conversation 100	96
Total Number of Hours	288

The ESL courses offered by the Institute are designed for **personal enrichment only and are not intended to provide instruction as a means of acquiring occupational skills or employment.*

ESL 200

- One term/16 weeks
- Prerequisite: SLEP Test Score of 52-71

ESL 200 provides English language instruction to the student at the intermediate level. At the end of the course, the student will be able to read, speak, write, converse, and understand English grammar at the intermediate level.

Description: A concentration on descriptive or narrative composition on familiar, everyday subjects; principles and techniques of English composition in the writing process to develop strong reading and writing skills.

Course Component*	Classroom Hours
Reading and Writing 200	96
Grammar 200	96
Conversation 200	96
Total Number of Hours	288



The ESL courses offered by the Institute are designed for **personal enrichment only and are not intended to provide instruction as a means of acquiring occupational skills or employment.*

ESL 300

- One term/16 weeks
- Prerequisite: SLEP Test Score of 72 or higher

ESL 300 provides English language instruction to the student at the advanced intermediate level. At the end of the course, the student will be able to read, speak, write, converse, and understand English grammar at the advanced intermediate level.

Description: A concentration on grammar, reading, writing, and conversation at the advanced intermediate level; specific readings to provide students with an overview of American culture and traditions, and create a general portrait of the United States to improve the reading comprehension of non-native speakers of English. This approach is utilized to introduce students to a variety of activities that require specific terminology to increase their English vocabulary within the context of specific thematic areas.

This course prepares graduates to pursue higher educational opportunities in the US.

Course Component*	Classroom Hours
Reading and Writing 300	96
Grammar 300	96
Conversation 300	96
Total Number of Hours	288

The ESL courses offered by the Institute are designed for **personal enrichment only and are not intended to provide instruction as a means of acquiring occupational skills or employment.*



ESL Student Learning Outcomes

Each ESL program consists of 3 focus points: Reading/writing, grammar, and conversation. For each element, there are specific SLOs designed for that level that is focused on specific learning goals and preparation tools for the next level.

<i>By the end of each course, students will be able to:</i>	Grammar	Reading & Writing	Conversation
LEVEL 1: <i>Beginner</i>	Identify topic sentences and sentence fragments through paragraph breakdown and analysis Read and respond orally to questions from paragraphs, short essays and/or flash fiction. Research, define and understand the meaning/purpose of words, (and their antonyms) and how those words fit into a sentence and/or phrase.	Write yes/no questions using “Be” verbs. Build sentences using various types of nouns, including count and non-count, applying the correct “be” verbs. Group correct words to make viable contractions in a sentence.	Correctly pronounce challenging words. Accurately pronounce voiced/unvoiced -th words and form the English/America -r.
LEVEL 2: <i>Intermediate</i>	Define, explore, and research phrases and grammar terms in articles and periodicals using a thesaurus.	Analyze sentences, classify words, and apply learned grammatical concepts in both reading and writing. Distinguish writing elements (themes, plot, climax) within a short story or journal/article through simple analysis.	Identify and apply correct pronunciation and diction usage through question-and-answer exercises with peers.
LEVEL 3: <i>Advanced Intermediate</i>	Use grammatical structures and vocabulary expressing the specific differences between tenses. Express personal views and opinions.	State main ideas and understand sequence and classify specific information in authentic reading texts. Analyze and understand three paragraph opinion essays. Write coherent, cohesive, and unified paragraphs.	Express opinions and personal views using critical thinking skills. Take notes on longer academic lectures.



Grievance Policy

Students and employees of registered business schools have the right to file a grievance or complaint if they feel that the school or its representative has acted in an unlawful manner.

A grievance or complaint referencing an individual instructor or staff member should first be discussed with the individual(s) involved.

A grievance or complaint referencing a policy or class should first be discussed on a one-to-one basis with the individual enforcing the policy. Should a one-on-one discussion fail to result in a satisfactory resolution, a written grievance or complaint may be submitted to the Director.

Student Grievance Policy

If a student is unsatisfied with a decision regarding his or her placement or academic progression, he or she may file a grievance with the Institute, either formally or informally.

Academic complaints include decisions about academic results and assessments including, but not limited to grading, placement, and academic progression.

Informal Academic Grievance

Step 1: Talk to your advisor. If you have a problem relating to the instructor, the first person to talk to is the advisor. You may find that you are able to resolve your complaint this way.

Step 2: Talk to the School/Program Director. If you are unable to resolve the issue with your advisor or if you feel uncomfortable raising your issue with them, you can speak to the School or Program Director. Both are often able to provide an impartial perspective and can help you resolve your complaint informally.

Formal Academic Grievance

If you are unable to resolve your complaint through the informal process described above, you can start the formal grievance process by submitting an appeal to the school by using the Student Formal Grievance Form.

If the Director fails to take satisfactory action on the matter, the student may submit a written statement to the President. The President will review the matter and render a decision. Anyone who believes that his or her grievance or complaint has not been fairly addressed by the Institute may write to:

A complaint/grievance may be submitted in writing to:

**New York State Department of Education
132 West 32nd Street
New York, NY 10016
(212) 643-4760**

For further information, consult an administrative member of the Institute.



Appendix A

Grievance Form

STUDENT FORMAL GRIEVANCE FORM

This form should be used if you wish to lodge a *formal grievance* with the School Director. Students are strongly encouraged to seek informal resolution of faculty-related grievances in the first instance.

Student Name: _____ Student ID: _____

Course in which you are enrolled: _____

Tel. _____

Nature of grievance (*please add extra pages if required*)

Please provide details of the grounds of your grievance.

Note: If you are appealing a mark or grade, please note that the Institute does not recognize grievances relating to academic judgment. The Institute's position is that academic judgment is the proper domain of the named instructor and the learning environment. However, where a student has evidence that a bias in academic judgment has occurred, a student has a right to pursue a grievance under this policy.

Where appropriate, please attach documentary evidence relating to your grievance.

Steps you have already taken to resolve this grievance (*e.g., spoke to Instructor & Student Records Admin*)

By signing and submitting this form, you consent to the Institute using and disclosing your personal information as described above.

Signature: _____ Date: _____



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Appendix B

School Calendar 2026

ACADEMIC CALENDAR

2026

Session A – Semesters that begin in January, May & September	
Orientation (Spring Term)	1/09/2026
Spring Term Begins	1/12
MLK Holiday (Closed)	1/19
President's Day (Closed)	2/16
Spring Term Ends	5/05
Orientation (Summer Term)	5/01
Summer Term Begins	5/11
Memorial Day (Closed)	5/25
School Summer Break	6/27-7/05
Classes Resume	7/06
Labor Day (Closed)	9/07
Summer Term Ends	9/08
Orientation (Fall Term)	9/04
Fall Term Begins	9/08
Columbus Day (Closed)	10/12
Thanksgiving Day (Closed)	11/26
School Christmas Break	12/24/26-1/03/27
Classes resume	1/04/27
Fall Term Ends	1/05/27

Session B – Semesters that begin in March, July & November	
Orientation (Spring Term)	3/13/2026
Spring Term Begins	3/16
Memorial Day (Closed)	5/25
School Summer Break	6/27-7/5
Classes resume	7/6
Spring Term Ends	7/13
Orientation (Summer Term)	7/10
Summer Term Begins	7/13
Labor Day (Closed)	9/7
Columbus Day (Closed)	10/12
Summer Term Ends	11/3
Orientation (Fall Term)	11/6
Fall Term Begins	11/9
Thanksgiving Day (Closed)	11/26
School Christmas Break	12/24/26-1/3/27



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Appendix C

Tuition, Fees, Other Charges

Programs	Program Hours	Registration	Term Tuition	Total Tuition	Books	Total
English 100	288	\$100	\$2,016	\$2,016	\$150	\$2,266
English 200	288	\$100	\$2,016	\$2,016	\$150	\$2,266
English 300	288	\$100	\$2,016	\$2,016	\$150	\$2,266



Appendix D

Copyright Policy

COPYRIGHT AND FAIR USE

Copyright protects original creative works, including poetry, films, video games, videos, plays, paintings, novels, software code, sculptures, photographs, choreography, and architectural designs. Copyright owners, and those they authorize, have several rights, including:

- Display or perform the work publicly
- Reproduce all or part of the work
- Distribute copies of the work
- Create derivative works, such as translations or dramatizations

Copyright protection has limits and exceptions. Fair use permits copyrighted material to be used without the copyright owner's permission in certain circumstances, such as news reporting, teaching, research, criticism, and parody. Fair use is evaluated using four factors:

- The purpose and character of the use
- The amount of the work used
- The nature of the work
- The effect of the use on the market for the work

Educational use does not automatically allow copying or distributing a work. The chart below is intended to help teachers, students, and school librarians follow copyright and fair use guidelines.

WORK	FAIR USE	VIOLATION
Chapter of a Book	• Single copy for teacher use. • One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations. • Students and teachers may incorporate text into multimedia projects. • Copyright and attribution provided.	• Copies used multiple times without permission, not to exceed nine occurrences per class term. • Copies made with the intent to avoid purchase of the selected work. • Workbooks and consumables may not be copied.
Prose, short story, web, newspaper, or magazine article	• Single copy for teacher use. • One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations. • Copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less. • For works of 2,500–4,999 words, 500 words may be copied. • Students and teachers may incorporate text into multimedia projects. • Copyright and attribution	• Copies used multiple times without permission. • Copies made with the intent to avoid purchase of the selected work.



	provided.	
Poem	• Single copy for teacher use. • One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations. • Students and teachers may incorporate text into multimedia projects. • Multiple copies allowed of a complete poem, up to 250 words — no more than two printed pages.	• Copies used multiple times without permission, not to exceed nine occurrences per class term. • Copies made with the intent to avoid purchase of the selected work.
Video	• The material must be legitimately acquired or purchased by the school. • Must be for instructional classroom use, not entertainment. • Clips used in a multimedia presentation may be 10% or three minutes, whichever is less. • Copyright and attribution provided.	• Multiple copies prohibited. • Alteration of video into another form, for other than temporary purposes. • The video must be a legitimate copy, not rented or bootleg.
Broadcast television shows	• Single copy of broadcast may be made, but shown to multiple teachers. • Copy should be shown during the first ten days from air date, up to forty-five days after recording date. • Copyright notice required. • PBS offers extended recording rights of up to one year on most programs.	• May not be altered. • May not be recorded at the request of an administrator or district. • Multiple copies prohibited.
Artwork or Graphic Image	• Five images, or fewer, of an artist/photographer in one program or printing and not more than 10% or 15% of images from a published collective work, whichever is less. • Copyright and attribution provided.	