

Boston

LET'S GET.
TOGETHER.
AND TALK.



SINCE 1983 • 1 ORGANISATION • 7 LANGUAGES • 30 DESTINATIONS • COUNTLESS MEMORIES...

WELCOME TO SPRACHCAFFE

You are obviously committed not just to having a holiday, but at the same time, to learning a new language or improving your skills in a language you already know. This is why we would like to send you our warmest congratulations! It is great when people want to make the world a bit closer.

“If you talk to a man in a language he understands, that goes to his head. If you talk to him in his own language that goes to his heart.” Nelson Mandela

It pleases us even more that you have chosen Sprachcaffe GEOS for your *language trip*. Lively teaching methods, a relaxed and stress-free atmosphere, learning through interaction and chatting (which helps you bond with others) - we have become experts with our 35 year experience in language teaching and with our 30 destinations worldwide.

In the enclosed documents you will find everything you need to know for your trip. **Please do not travel without this information sheet.** If you have any additional questions, we will be glad to answer them: Please send us an email: info@sprachcaffe.com

We wish you a great holiday and lots of success

Your Sprachcaffe Team



Content

FLIGHT TO BOSTON	1
ACCOMMODATION	2
THE SCHOOL	4
GENERAL INFORMATION	9
FEEDBACK	10
LOCATION OF THE SCHOOL	11
CHECKLIST BEFORE DEPARTURE	11
CHECKLIST FOR RETURNING HOME	12
REFUND POLICY/CALCULATION	13

Flight to Boston

It's best to fly into Logan International Airport in Boston. The other regional options (Providence Airport in Rhode Island and Manchester Airport in New Hampshire) are too far away to represent a viable option. Logan Airport is situated on the eastern edge of Boston, about 10 minutes from downtown Boston, the location of our school. The airport has four terminals (A, B, C, and E) Most international arrivals come through terminal E. Several Hotels are located near Logan Airport including the Hilton Boston Logan Airport Hotel and the Hyatt Harborside.

It is best to fly in on Saturday afternoon, that way you have a full day (Sunday) to orient yourself with the city, and the public transportation system before starting classes on Monday. Our transportation system can be somewhat confusing; therefore we ask the host families to practice traveling with clients to and from school before classes begin.

MBTA subways and buses are the best and cheapest ways to travel around Boston. The fair is \$2.65 one way. You can purchase a single trip ticket or use a Charlie Card and add money to it. You can also purchase a 7-day unlimited pass (\$19) or a monthly pass (\$75). You can use them for the subway (in Boston called "the T") and local buses. You can get a Charlie Card free at any T station. If you are having difficulty using your Charlie Card, you can get help from the subway official. They are very good about helping their customers. Some Host families are on the Commuter Rail which has a higher cost. There are different zones depending on the distance: the lowest price per trip is \$4.25 and the highest price per trip is \$8.25.

If you have asked for the Pick-up Service, your homestay family will typically pick you up at the airport. It is also possible that you will be picked up by a chauffeur. Once we receive your flight information, we inform the host parents of the flight and terminal information and instruct them to meet you on the first floor Arrivals level of the particular terminal. Please look for a sign with your name on it.

Please understand that we cannot guarantee a smooth check-in if we are not informed of arrival dates and times or delays in advance.

- If you have trouble finding your host family please give them a call!
- If you cannot reach them, call our Emergency number at **+1 617 528 8412**

Accommodation

It is our aim to provide the best service possible. However, if you have any issue during your stay please talk directly to the school staff.

Your address for your stay is printed on your voucher. Please have it ready to hand over at the immigration desk at the airport of your arrival.

Homestay is normally 40-60 minutes from the school by public transportation.

Students can experience North American culture and practice their English by sharing a home with a host family. Students will have a private room with a bed, desk and closet. They will also have most or all of their meals provided by the family. All families have been visited by members of our school's staff and live in safe, comfortable neighborhoods around Boston.

You will likely find many differences in the way of living in the USA compared to your home country. Usually the furnishing, the division of buildings and the cleanliness will be different. You will share the bathroom with other students and / or the family.

Facilities: All host families have washing machines and detergent, which are available for students to use at no additional charge. Some host families may prefer to wash the student's laundry for them. Students can use the phone for local calls. They may also use the phone for international and long distance calls but they have to purchase calling cards beforehand.

Services: The host family does the basic cleaning but students should keep their rooms clean. Bed-linen is provided.

The American host families are very open-minded, helpful and welcoming to their guests. In general, the families will explain to you their house rules on the day of your arrival, such as house key responsibilities, times for meals, and how to use the washing machine. You normally share the bathroom with other members of the family. Please make sure that you always leave your room and bathroom clean and tidy. If you damage any property in your host-family's home, you are held responsible for fixing and/or replacing the damaged property.

Please be considerate of the family and avoid unnecessary noise, especially late in the evening.

Please inform your host family beforehand if you will not be home for a meal, if you plan to go on a trip for a few days or if you are not staying at home overnight. Communication is a key aspect in keeping up a good relationship with your host-family. If you would like to have a friend over at your host-family's home, please ask for permission and arrange the date/time before.

Please discuss with your family any specific rules of the household. Students may be expected to help in small household chores. Please ask permission before using the phone. Please also note that most of our American families do not allow students to smoke in their rooms or in the rest of the house.

Sprachcaffe homestay rules indicate that we do not typically place two students with the same native language in the same home. If there is another student in the home who speaks the same native language, please let the school know right away.

If you would like to move out of your homestay, normally a 2-week notification is required, and if you leave early, you would be responsible for these fees.

If you go on vacation while in a homestay, you are still responsible for the accommodation fees.

Most families have wireless internet at home. Whether or not students have their own computers, they should still ask their host family about the rules for using the internet at home.

Alcohol: Please make sure you know the legal drinking age in the city in which you are studying. In the U.S., the legal age to purchase and consume alcohol is 21 years old. In terms of drinking alcohol at home, please make sure to check the rules with your host family, as different families have different rules about alcohol consumption at home. Additionally, the legal age to purchase cigarettes is 18 in the U.S. Smoking is not permitted indoors, and there are usually specified locations for smoking outside.

Please make sure to let Sprachcaffe know in advance of any food allergies, pet allergies, or special food requirements that you may have.

The School

The school is located in the heart of Boston, very close to many shopping areas and historic sites. All of the Boston train lines pass through this area, so our school is very conveniently located regardless of where a student is living in the city. **On the first day, please be at the school at 8:45 am.** The orientation starts at 9:00 am. Be sure to bring your *passport, student visa, proof of health insurance, bank statement & letter of financial support* (for student visa), etc.

Please note: if you do not have your own health insurance, GEOS Languages Plus Boston offers a group plan at a daily cost of \$2.50. This insurance must be purchased for the whole period of your program at our school. Additionally, we offer SIM cards for purchase that have an international plan. Please speak with our staff for more details.

First Day Schedule:

1. School & Academic orientation: sign enrollment agreement, English only policy, Photo release form, Liability waiver, etc.
2. School tour
3. Written test (if not completed online) & oral test

The school's address is: Sprachcaffe Boston / GEOS Languages Plus

118 Beacon Street
Boston, MA 02111
Tel: +1 646 674 0001

Contact person: Jen Stoyanova, School Manager

Opening hours: 8:30 am – 5:00 pm, Monday to Friday

Emergency number: +1 617 528 8412

Languages spoken by the staff at the school: Chinese, Russian, German (Basic)

Internet room: free wireless internet throughout the school.

Study Room: A study room where students can work on/revise their homework is available.

Please note that you need to pay in cash the rental fee of course books.

The fee would be a \$50 deposit per book plus a \$5 per week non-refundable rental fee. At the end of the course, the deposit will be returned to the student minus the rental fee.

We offer different types of courses:

Part-time course	2 lessons per day; 10 lessons per week; 5 days a week (Monday to Friday); 1 lesson = 45 minutes
Standard course	4 lessons per day; 20 lessons per week; 5 days a week (Monday to Friday); 1 lesson = 45 minutes
Intensive course	6 lessons per day; 30 lessons per week; 5 days a week (Monday to Friday); 1 lesson = 45 minutes (A Student Visa is needed for this type of course!)

Max. 14 per class; min. age 18; 16-18 year-olds accepted with parental or guardian authorization

The general time-table will be as follows:

Regular Schedule	
9:00 – 10:30	Integrated Skills
10:45 – 12:15	Active Listening
1:00 – 2:30pm	Elective

Please note, that lessons may be held in the morning and/or in the afternoon, especially during the high season, June till August. Classes will be divided on the first day of school and cannot be changed without a valid reason.

Our employees and teachers have a lot of experience with long-term students and especially with examination preparation courses. However, please also take into consideration that the teachers, despite their years of experience, cannot be held fully responsible for the examination results. Only if you participate actively in the lessons, will you be best prepared for the examination.

Lessons are not held on the following public holidays in 2019: 01.01., 21.01., 18.02., 27.05., 04.07., 02.09., 14.10., 28.11., 29.11., 23.12. - 27.12 and 01.01.2020. Please note that lessons lost due to public holidays, late arrival or early departure will not be made up.

It is our aim to provide the best service possible. However, if you have any issues during your stay, please talk directly to the school staff.

Levels

Based on your speaking and written test scores, you will be placed in one of six levels: Level 1-Beginner, Level 2-High Beginner, Level 3-Intermediate, Level 4-High Intermediate, Level 5-Pre Advanced, Level 6-Advanced. Each level can usually be completed in 12 weeks.

Advancement Policy

After 12 weeks in one level, you will be eligible for advancement if:

- 80% attendance
- 80% average on the weekly assessments
- the recommendation of your teachers

Conditional advancement is sometimes offered to students who have met the following:

- 8 weeks in one level
- 80% attendance
- 80% average on the weekly assessments
- the recommendation of his/her teachers
- a passing score on the written test

If you have any questions or concerns about your level placement or advancement, please talk to the Academic Coordinator.

Course Retention Guidelines

Students who are assessed for advancement but have failed to meet all the requirements stated above will be placed on academic probation and retained in the current level. Students will be notified that they have been placed on academic probation by letter from the Academic Coordinator. If after 24 weeks in the same level a student cannot demonstrate the proficiency needed to advance to the next level, he/she will face dismissal from the program.

Assessments

You will be given weekly assessments in each class, and you may not make up missed assessments. If you miss an assessment, the first missed assessments of the session will be excused and not counted negatively towards your overall skill averages. However, if you have a second or more absence on an assessment, a 0 will be recorded on your SPR and it will count negatively toward your overall skill averages. This can affect your eligibility for advancement, so it is important that you are not absent on the day of an assessment.

Exit Evaluation

For US destinations, any student with an enrolment of eight weeks or longer will be required to take an exit evaluation during his/her last week. The assessment used for this is the placement test so that scores and progress can be easily compared. The test will be scheduled outside of class hours, and the AC will meet with you once the test is corrected so that you can receive feedback.

In Canada, this test can be arranged upon request.

Student Progress Policy

All students are expected to maintain good attendance and adhere to their scheduled completion date. Students must work diligently to acquire the many learning objectives needed for successful completion of each class.

GEOS tracks both current and overall attendance. Current attendance is the rate of attendance from the first day of the enrolment until the current date. This number can fluctuate up and down. Overall attendance is the rate of attendance from the first day of enrolment until the last day of enrolment, assuming that the student attends every class until the end of the enrolment. This number can only go down and will never improve. Therefore, GEOS looks at the current attendance rate when determining eligibility for attendance probation since there is room for improvement.

Full-time students must maintain a current attendance of 80% or higher. Failure to comply with this policy will result in the student being placed on attendance probation. The student will receive an attendance probation warning letter outlining the terms of the probation, and a signed copy will be kept in the student's

file. The student must immediately attend class and participate fully in classroom activities for the next 4-week session, and students are off probation if their attendance is at least 80% at the end of the following 4-week session. Students placed on attendance probation are not eligible for class advancement or a Leave of Absence. Additionally, students whose overall attendance falls below 80% will not receive an end-of-course certificate.

If a student's overall attendance falls below 70%, they will be automatically expelled from the school unless the student can provide documentation to prove extenuating circumstances exist. In the case of a full time student in the US, their I-20 will also be terminated; in the case of a student studying with a study permit in Canada, the CIC will be notified and the student may lose their ability to study, at the discretion of the CIC. All evidence will be reviewed and adjudicated by the School Manager. Furthermore, students cannot make up or defer any missed classes unless the absence is part of an approved Leave Of Absence.

In addition to monitoring attendance, students' weekly test scores are monitored as well. Students enrolled in general English classes must achieve an average of 75% on their weekly assessments after they have completed the first four weeks of their enrolment. If a student does not have an average of 75% or higher

on the weekly assessments at the end of the second session, he/she will be placed on academic probation. The student will receive an academic probation warning letter outlining the terms of the probation, and a signed copy will be kept in the student's file. Students are off probation if their average skill scores reach 75% at the end of the following 4-week session.

Students enrolled in test-prep classes will take full length practice tests at six week intervals. Students must achieve an increase of 5% from their previous full length practice test score, otherwise he/she will be placed on academic probation. The student will receive an academic probation warning letter outlining the terms of

the probation, and a signed copy will be kept in the student's file. Students are off probation if they achieve a 5% increase on the following assessment.

If the student has not reached an average of 80% or higher on the weekly assessments after 12 weeks in one level, he/she will be retained in the current level. If after 24 weeks in the same level a student cannot demonstrate the proficiency needed to advance to the next level, he/she will face dismissal from the program. Students can enroll in classes for a maximum of 36 months.

Tardiness Policy

Students are not allowed into any class more than 15 minutes after the start of class and will be counted absent. Students that miss a class will be allowed into subsequent classes, as long as they are on time for them. Students who leave class early, more than 15 minutes before the scheduled end of class, will be marked absent. Students who arrive late but within the first 15 minutes of class more than twice in any week, on the third and subsequent incidences, will not be allowed into class and will be counted absent. Students who leave class within the last 15 minutes more than twice in any week, on the third and subsequent incidences, will be counted absent. Instructors should mark students arriving within the first 15 minutes or leaving within the last 15 minutes with an "L" so that the Academic Coordinator can track multiple lateness.

Leave of Absence (LOA) Policy

Students must submit an LOA Request form to the office staff at least 1 week prior to the day they wish to begin their LOA. All students enrolled as an F1 student in a full-time program are eligible for a 4-week LOA at the discretion of the School Manager. Any exceptions to the guidelines in this section are at the discretion of the School Manager.

General Guidelines:

- Emergency time off for illness or family/work related emergencies is permitted. However, requests must be accompanied by written instructions from a doctor or employer.
- Students must maintain a current attendance of at least 80% to be eligible.
- Leaves of Absence should be taken at the beginning or end of a 12-week term of study.
- Students must have completed 12 weeks of consecutive study.
- Students are not eligible for an LOA within 4 weeks of the end of the enrollment period unless there is a paid enrollment extension.
- LOAs must begin on a Monday and finish on a Friday.
- An LOA must be 1, 2, 3 or 4 weeks in length. If a student chooses to take an LOA for less than 4 weeks, they may apply for a subsequent LOA which may be given at the discretion of the School Manager
- Unauthorized LOAs will be considered "absences"
- Any absences in group courses cannot be made-up or rescheduled

Overseas Student Transfer Policy

F1 student visa holders are eligible to transfer to other academic institutions in the USA provided that they are considered to be 'In Status' (not 'Out of Status'), and provided that the institution to which they will be transferring is able to support their I-20. However, only students who complete a minimum of 12 weeks of class, or 100% of their contract (whichever comes first), with an overall attendance average of 80% or higher, will be eligible to receive an end-of-course certificate from the school. Students are encouraged to start the next school on the next available start date.

Cancellations and Schedule Changes

In the event of extraordinary situations such as earthquakes, hurricanes, tornadoes, fires, political unrest, blizzards, etc., the school will generally follow the example of the area's public school system regarding school closure. If public schools are on break at the time of the extraordinary situation, the school management will decide whether or not to close the school and will leave a voice message by 8am on the school phone to inform students if the school is closed for the day. Therefore, it is important that you phone the school if an extraordinary event is taking place before attempting to travel to school. Group lessons missed because of school closure due to extraordinary situations are not counted towards a

student's attendance record, are not recuperated and are not refunded. Private lessons missed because of school closure due to extraordinary situations will be rescheduled with the agreement of the student, instructor and the school management.

English Only

English is the only language spoken at our school, as it is the only language that all staff and students speak. If you are found speaking any language other than English, you will be given a warning on the first instance. On the second instance, you will be asked to leave school for the day. Failure to comply will take you to the next level which is that for a third offence, you will be barred from attending one class and will be counted absent for it. On the fourth and subsequent instances, you will be barred from class for an entire day and counted absent. These absences will count negatively towards your overall attendance.

Pathway Program

GEOS North America has over 70 pathway partners to facilitate your entrance into a Canadian or US college or university. If you are interested in learning more about the Pathway Program, please talk to the Academic Coordinator.

Certificates

Certificates will be awarded to students who have successfully completed their enrolment during a graduation ceremony on the student's last day.

Contact Information

If your address or phone number changes during your enrolment at GEOS, please inform any staff member as soon as possible so that we have your updated contact information. A GEOS staff member will also confirm that the information we have on file is accurate every 12 weeks.

Language Test

Sprachcaffe has introduced a new online placement test. We kindly ask you to do it before you arrive at school. Doing the online exam in advance will allow you to start your lessons straight away.

To access the online test, please go to <https://booking.sprachcaffe.com/login/>. You can log in using your name booking number (see our documents for the correct spelling).

The test can be done at any time up to 12:00pm (CET) the Friday before the program begins. Thereafter the test will be switched off and you will no longer be able to access it.

Please do not use a dictionary or any other aids when doing this exam as its purpose is to assess your language ability and place you in an appropriate class. It is better not to answer questions that you do not know, as guessing will affect your score and could result in your being placed in a class that is too difficult for you.

You have 45 minutes to do the exam from the moment you enter the site. Thereafter, the test will automatically shut down. If you finish before time runs out, you can click 'submit' at the bottom of the test. The test result will automatically be forwarded to Sprachcaffe. You will find out your teacher's name and classroom number on your first day at school.

Please note that you can only access the online test once!

General information

Boston is the capital, and the most populous city, in the Commonwealth of Massachusetts. Founded in 1630, Boston is one of the oldest and most culturally significant cities in the United States. Boston was first settled in the 1600's, and city architecture still reflects its historical roots - near the GEOS campus downtown, a modern skyscraper stands next to a 300-year-old church. Tens of thousands of tourists come to Boston each year to learn about the American Revolutionary War, visit cultural and historical landmarks, and enjoy traditional foods such as fresh local clam chowder.

Boston is the premier US city for education, with 75 colleges and universities in the greater metropolitan area. Home to some of the best schools in the world, Boston has a very academic culture. One of the first things a foreign student will notice when riding on Boston's subway, or the "T", is that most people are reading!

Boston is also the most historically significant city in the USA, and the locals will argue that it hosts the best teams in the country. We are home to the Boston Red Sox baseball team, the Boston Celtics basketball team, the Boston Bruins ice hockey team, and the New England Patriots football team.

Climate

Boston has four distinct seasons. Spring is warm and rainy and the summers are hot and humid. The fall has cool crisp air, and winters are cold and sometimes snowy.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Min Temperature (celsius)	-5.5	-4	-2	5	10	15	19	18	14	8	3	-2
Max Temperature	2.5	4	8	13	19	25	28	27	22.5	16.5	11	5

Clothing

The standard of dress in Boston varies from casual to formal, depending on the occasion. Casual clothing is generally acceptable in most restaurants and bars, as well as in most academic settings. Of course, there are some fine establishments where jackets and ties are needed. We recommend lightweight clothing for summer along with sunglasses and sun-screen. In the winter, hats, scarves, jackets and sweaters will keep you warm. Bringing an umbrella is recommended as it does rain from time to time in each season.

Time

Boston is on the East Coast of the United States and is on Eastern Standard Time (EST), which is five hours behind GMT.

Boston is three hours ahead of California and other West Coast destinations.

Activities

- Enjoy Boston's arts and entertainment scene, hosting various events throughout the year.
- Check out a professional sports game and experience the enthusiasm of New England fans first-hand.
- Enjoy cuisine from all over the world, from traditional local foods to fine Italian or even Ethiopian dining.
- Participate in many festivals and events that take place in Boston all year-round.

Feedback

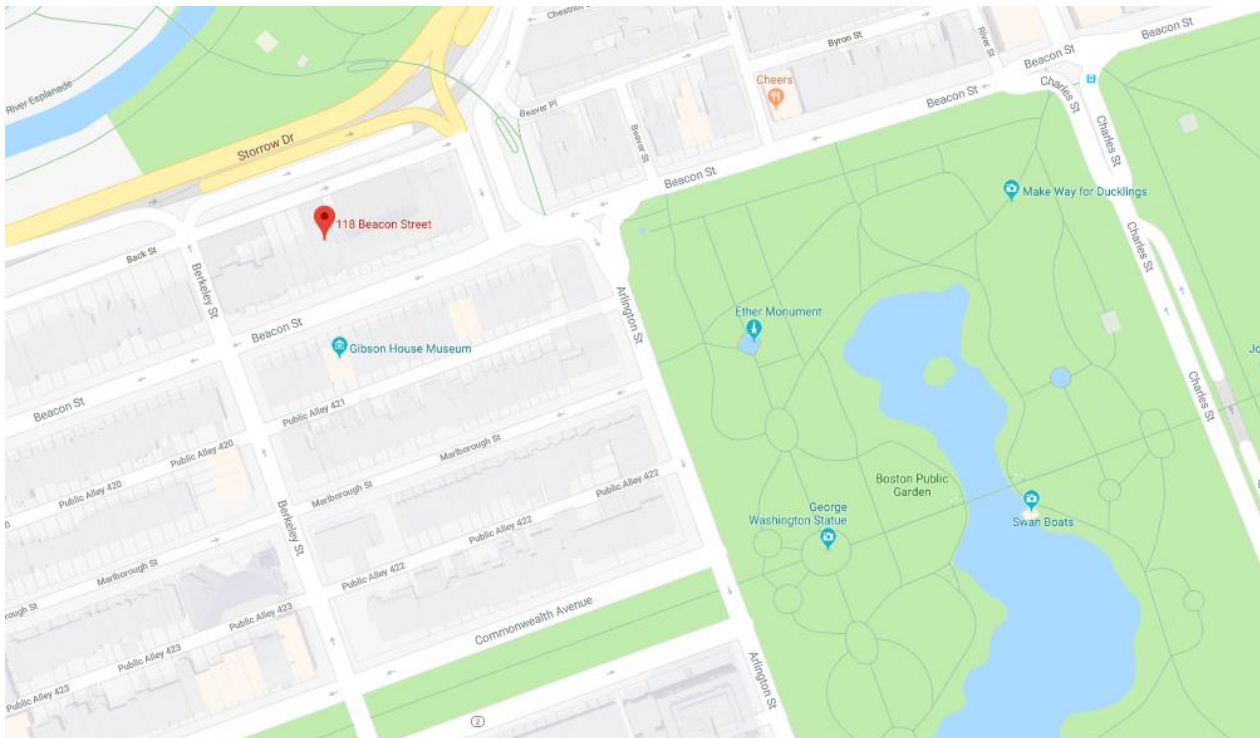
Before the everyday routine back at home sets in completely we would be very pleased if you could give us your feedback. As a participant you can tell us about your experiences. Just fill out the online form at <http://www.sprachcaffe.com/english/feedback.htm> We always welcome ideas, tips and constructive criticism!

Address: **Sprachcaffe Languages PLUS**
Headquartes Gartenstrasse 6
D – 60594 Frankfurt/Main
Tel.: 069 (0) 6109 120
Fax: 069 (0) 603 1395
Email: info@sprachcaffe.com
www.sprachcaffe.com

We wish you a wonderful stay and a successful language course!

**Your
Sprachcaffe Team**

Location of the school



Checklist before departure

Things you might want to think of when packing your luggage

Important travel items

- Travel guide
- Reading material
- Dictionary
- Cash, credit card
- Phone number of your credit card company, in case you have to block the card
- Vaccination card
- Inform Sprachcaffe about arrival time
- Alarm clock
- Sunglasses

First-aid kit

- Sunscreen
- Any medicine required
- Insect spray
- Medicine for stomach trouble
- Plasters
- After-sun lotion
- Tweezers

Travel documents

- Identity card
- Flight or train ticket
- Student ID
- Sprachcaffe travel documents

Sport/Hobby

- Camera
- Extra film, extra memory card
- Music / radio
- Batteries
- Sports equipment

Insurances

- Travel health insurance
- Luggage insurance
- Insurance card from your car insurance
- Phone number of your car insurance

Checklist for returning home

- Buy souvenirs for friends and relatives at home
- Exchange addresses with people in the course, teachers and host family
- Pick up course participation certificate
- Tidy and clean up the room
- Pack and check the rooms for anything left behind

Refund Policy/Calculation

Due to U.S. government regulations, GEOS Languages Plus is obliged to give proof that every student has read their Refund and Cancellation Policies. Because of this we ask you to read and sign the following form. It is important to sign and date this form **BEFORE** you leave your home country. Please bring it to school with you on the first day. The school staff will collect it from you during orientation. You will not be able to take part in your class without this form.

<u>Cancellation Term</u>	<u>Refund</u>
Prior to or on the first day of class	Total refund*
<u>Within</u> the first 4 weeks	Total refund, less 4-week-price of tuition*
<u>After</u> the first 4 weeks, <u>before</u> the midpoint of the term	Total refund, less the number of weeks completed*
<u>After</u> the midpoint of the term	No refund
In case of additional terms of study booked: <u>before</u> the midpoint of the new term	Total refund, less the number of weeks completed <u>up to</u> the midpoint of the new term.*
In case of additional terms of study booked: <u>after</u> the midpoint of the new term	No refund

* minus any non-refundable fees as outlined in the enrolment agreement

GEOS is not obligated to make any refunds to students who are dropped administratively due to the violation of its written disciplinary and/or attendance policies or local, state or federal law

All refunds will be made within 45 calendar days of a student's cancellation or withdrawal.

Students who enrol at GEOS with an overseas agency should collect their refund from that agency directly.

All tuition discounts or special offers are dependent upon completion of the total contracted weeks of study. If a student withdraws or shortens their course after the first day of class, but before completing 50% of their contracted number of weeks, the student will be charged the pro-rated price for the number of weeks completed when calculating a refund.

I have read, understood, and agree to my rights and responsibilities. The institution's cancellation and refund policies have been clearly explained to me.

X _____

Date Signed _____ / _____ / _____