

# General Catalog

**June 1, 2017 – May 31, 2018**

**Trinity International College  
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## **Mission Statement**

Trinity International College is an educational institution committed to rigorous educational programs and the highest standards of adult education. We produce accomplished graduates who are well prepared to enter the work force or to continue their education in graduate and professional programs. Our faculty, students, and staff enthusiastically confront the challenges of economic and cultural diversification, urban growth, social justice, and sustainability. Our commitment to our dynamic region and State centrally influences our educational programs, which improves our local communities.

The aim of Trinity International College is to foster an appropriate learning environment for motivated men and women of all nationalities who want to improve their career prospects and to continue their personal and intellectual development. The college will be an exemplary California academic institution, meeting the needs of a changing population in a global environment.

Trinity International College is committed to and driven by these shared values that will guide our decision making:

- High expectations for student learning and success;
- Discovery through research, scholarship, and creative activity;
- Nurturing equity, diversity, and inclusiveness that promotes respect, support, and empowerment;
- Social, environmental, and economic sustainability;
- Strong, reciprocal, and interdependent relationships between the College and the community;
- An entrepreneurial, innovative, and unconventional spirit.

## **Purpose and Objectives**

The purpose of Trinity International College is to develop knowledgeable and skilled individuals who engage in the pursuit of intellectual truth and contribute to economic growth and prosperity. The College seeks to develop in its students the ability to think independently, to accept responsibility, to assess ideas, and to criticize opinions in order to achieve the intellectual maturity expected in educated citizens.

The qualified faculty, staff and administration strive to provide high quality of the academic instruction and services. TIC's programs strives to ensure that its students receive a well-designed and comprehensive education that will provide them with all the necessary guidelines and assistance in organizing and focusing their efforts for optimum results within a reasonable period of time.

Guided by these objectives, TIC provides academic programs in English as Second Language and TOEFL programs. Trinity International College achieves its Mission and Objectives through its educational programs, its academic curricula, internship program, research program and services to its students.

### **Retention of Student Records**

The school records shall be retained for a minimum of five years with the exception of student transcripts kept permanently. TIC shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. It shall maintain, for each student granted a certificate by TIC, permanent records of all of the following:

- (1) The certificate granted and the date on which that certificate was granted.
- (2) The courses and units on which the certificate was based.
- (3) The grades earned by the student in each of those courses.

TIC also shall maintain, for a period of not less than five years, at its main campus, complete and accurate records of all of the following information:

- (a) The educational programs offered by TIC and the curriculum for each.
- (b) The names and addresses of the members of TIC's faculty and records of the educational qualifications of each member of the faculty.
- (c) Any other records required to be maintained by BPPE.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Enrolling students will receive a list of the current rules of conduct at the time of enrollment. Students are subject to dismissal for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

## Program Descriptions

### **Program: Intensive English as Second Language (ESL)**

The mission of TIC's English as a Second Language (ESL) Program is to enable non-native English speaking students to develop and synthesize the core English language proficiency skills necessary for success in diploma and certificate programs at college or university level.

The integrated four-level ESL curriculum includes courses in speaking, listening, reading and writing. Initial placement is based on TIC ESL Placement Test (50 multiple choices) results.

The Intensive ESL Program offers a variety of support services designed to facilitate language acquisition. ESL tutors are available for individual or small-group English language skill improvement practice and/or homework assistance. The ESL Counselor advises students about academic matters to support their transition into content-area courses or improved professional opportunities.

The intensive ESL program is designed to meet the needs of the college-bound, non-native English speaker, the foreign-born professional and the recent immigrant. All students are pre-tested, TIC ESL Placement Test (50 multiple choices), and placed in the level appropriate to their English proficiency. Certificates of completion are awarded at the end of each quarter.

**ESL Level 1:** Basic English skills for the beginner with little or no English proficiency. Development in conversational and written English; vocabulary expansion; skills for survival in an English-speaking setting.

**ESL Level 2:** Further development of oral and written skills; reading skills; idiomatic expressions.

**ESL Level 3:** Practice and review of all the basic grammar of English; fluency development in speaking and writing; use of Computers; introduction to American culture; increased academic vocabulary.

**ESL Level 4:** Fluency and accuracy in verbal and written English; thorough review and refinement of grammar, vocabulary, and idiomatic expression; oral skills and public speaking. Business English and TOEFL preparation. Composition and reading classes designed to prepare students for university course work; study techniques for research in American university libraries; building academic vocabulary; academic lectures.

### **Length of Program**

Each level is for 12 weeks. Students receive instruction 4 hours per day, 5 days a week for twelve weeks (total of 240 instructional hours) for each level.

## **Admission requirements (Intensive English as Second Language)**

Applicants must present:

- 1) official academic diploma from an approved high school or vocational school, or GED or its equivalent.  
Official documents must bear the authoritative signatures, seals or stamps. A certified original translation must accompany all documents not printed in English;
- 2) completed Application form;
- 3) payment of \$100 application fee;

## **Method of instruction**

The method of instructions is on-site, lecture-based and all lectures will be conducted on our campus.

## **Graduation requirements**

All students are required to satisfy attendance requirement and maintain a passing grade for each class in order to graduate each level.

## **English Proficiency Requirements**

Most English language programs at TIC have no English proficiency requirements because we offer English language classes that range from Beginning to High Advanced levels. The following programs do have English proficiency requirements.

## Intensive ESL Level 1: Beginning

### **Length of the Program**

Total Hours: 240 total hours/ 48 weeks

### **Sequence and Frequency of Lessons or Class Sessions**

Classes meet 20 hours per week (M-F) for 12 weeks.

### **Course Descriptions**

- **Basic Grammar and Composition**

The focus of this course is on understanding and using basic grammatical forms and writing simple and compound sentences, using correct word forms, word order, spelling and punctuation.

- **Basic Listening and Speaking**

In this course, students receive guidance and extensive practice in distinguishing words, phrases and sentences. Listening focuses on comprehension of verbal instructions and questions in a series, of vocabulary in context, of main ideas and details in sentences, monologues, dialogues, and short sentences and paragraphs. Speaking focuses on the clear pronunciation of common words and phrases and the development of basic English pronunciation patterns of stress and intonation. This course includes 2 hours per week of listening lab work.

- **Basic Reading and Vocabulary**

This course focuses on vocabulary development and reading comprehension of ideas written in Standard English. Materials and class activities are designed to

increase knowledge of American culture necessary for understanding concepts and texts in English. The goal of this course is to improve comprehension of ideas in short readings and paragraph-length readings, and increase vocabulary. This class includes 2 hours per week in the ESL Skills Lab for computer-assisted learning.

## Intensive ESL Level 2: Low Intermediate

### **Length of the Program**

Total Hours: 240 total hours/ 12 weeks

### **Sequence and Frequency of Lessons or Class Sessions**

Classes meet 20 hours per week (M-F) for 12 weeks.

### **Course Descriptions**

- **Intermediate Grammar and Composition**

This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The focus on study and practice of complex sentence constructions, prewriting techniques, including outlining and basic rhetorical patterns.

- **Intermediate Oral Communication**

In this course, intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and vocational situations. Students express ideas in conversational settings using current vocabulary, knowledge of grammar, new idiomatic expressions and appropriate verbal and nonverbal behavior. This course emphasizes the development of oral fluency in one-on-one and small group communication.

### **Intermediate Reading and Vocabulary**

Intermediate-level students work on understanding phrases rather than individual words, reading longer, more complex paragraphs and using the library.



### Intensive ESL Level 3: High Intermediate

#### **Length of the Program**

Total Hours: 240 total hours/ 12 weeks

#### **Sequence and Frequency of Lessons or Class Sessions**

Classes meet 20 hours per week (M-F) for 12 weeks.

#### **Course Descriptions**

- **Intermediate Grammar and Composition**

This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The focus on study and practice of complex sentence constructions, prewriting techniques, including outlining, and basic rhetorical patterns.

- **Intermediate Oral Communication**

In this course, intermediate level ESL students receive guidance and extensive practice in effective oral communication in a variety of social and vocational situations. Students express ideas in conversational settings using current vocabulary, knowledge of grammar, new idiomatic expressions and appropriate verbal and nonverbal behavior. This course emphasizes the development of oral fluency in one-on-one and small group communication.

#### **Intermediate Reading and Vocabulary**

Intermediate-level students work on understanding phrases rather than individual words, reading longer, more complex paragraphs and using the library.

## Intensive ESL Level 4: Advanced

### Length of the Program

Total Hours: 240 total hours/ 12 weeks

### Sequence and Frequency of Lessons or Class Sessions

Classes meet 20 hours per week (M-F) for 12 weeks.

### Course Descriptions:

- **Advanced Grammar and Composition**

This course develops the ability to write varied, complex sentences and effective paragraphs in standard written English. The focus is on the study and practice of complex sentence structures, prewriting techniques, including outlining, and basic rhetorical skills.

- **Advanced Oral Communication**

This advanced level course develops students' oral communication skills in a variety of social, business, and academic situations. Students continue to learn and practice appropriate verbal and nonverbal behavior. Emphasis is on the development of oral fluency and the appropriate use of conversational strategies and management techniques. This course includes 2 hours per week of listening lab work.

- **Advanced Reading and Vocabulary**

This course continues the development of vocabulary and reading skills including paraphrasing, summarizing, and simple analysis of articles and stories to identify main ideas and distinguish fact from opinion.

**Program: TOEFL Preparation Program****Length of the Program**

Total Hours: 240 total hours/ 12 weeks

**Sequence and Frequency of Lessons or Class Sessions**

Classes meet 4 hours per day (M-F) for 12 weeks.

**Course Description**

A course of study designed to assist students in preparing for the Test of English as a Foreign Language, a test that is used by many colleges and universities to assess the English competency of adult students. This course is not represented to lead to employment.

The objectives of this course are to improve each student's aural, writing and reading skills and to improve their test scores on sample TOEFL exams as measured by commercially available sample TOEFL tests.

**Instructional Mode or Method**

The classroom activities include intensive discussions of English vocabulary, grammar, varied exercises, and the taking of sample tests, all of which are used in a standard classroom setting.

**Topics to be Covered / Skills to be Learned**

The student's ability to listen to spoken English, read English and write a composition in English are enhanced through drills, classroom discussions and exercises. The measurement of the student's progress is made each week by means of practice TOEFL tests that are timed exams and are taken by all participants.

## Tuition and Fees

**All fees are subject to change without notice.** The tuition covers the cost of all classroom instruction. All fees and tuition are to be paid, in advance, prior to the first day of class or other deadline date as may be posted from time to time in the administrative office and student entrance to the school. The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are the same.

Program Type	Tuition	Total Tuition Charge	Total Program Charges
TOEFL	\$2,400 for 3 month program	\$2,400	\$2,515
Intensive ESL	\$2,400 for 3 month program	\$2,400	\$2,515

	TOEFL	Intensive ESL
<b>Total Tuition</b>	\$2,400	\$2,400
<b>Application</b>	\$100	\$100
<b>STRF</b>	\$0	\$0
<b>Student ID</b>	\$15	\$15
<b>Total Program Charges</b>	\$2,515	\$2,515

<b>Certified Official Transcript</b>	\$10.00
<b>Returned Check Fee</b>	\$35.00
<b>Late Payment Fee</b>	\$35.00
<b>Student ID Card Replacement</b>	\$15.00

### Tuition Schedule 2017

Intensive ESL					
Week	Tuition	Application Fee	STRF	Student ID	Total
4 wks	2,400	100	0	15	2,515
8 wks	2,400	100	0	15	2,515
12 wks	2,400	100	0	15	2,515
16 wks	2,400	100	0	15	2,515

TOEFL Program					
Week	Tuition	Application Fee	STRF	Student ID	Total
4 wks	2,400	100	0	15	2,515
8 wks	2,400	100	0	15	2,515
12 wks	2,400	100	0	15	2,515
16 wks	2,400	100	0	15	2,515

## STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

**Refund of Tuition**

The student may cancel, withdraw, or drop a course after instruction has started and receive a pro rata refund for the unused portion of the tuition, if the student has completed 60% or less of the instruction. All refunds will be paid within 30 days of cancellation, drop or withdrawal.

Percent of Attendance Time	Maximum Amount of Refund
Percentage (%) of class attendance hours (A)	$(100\% - \% \text{ of } A) \times \text{Total program tuition } (\$)$
Over 60% of class attendance hours:	No refund

**Refund Calculation Example:**

The total amount paid was \$2,400 for tuition (240 lecture hours) + Total non-refundable fee	\$2,515 paid
The student withdraws from the course after attended 36 hours of instruction.	
So, the student attended 15% of class attendance hours.	
The student would receive 85% of the tuition paid (Total amount paid – (minus) Total non-refundable fee)	\$2,040 refund

\* Total Non-refundable fee: Application fee + STRF fee + Student ID fee

**Cancellation, Drop, and Withdraw Policies**

**Program Cancellation**

The Student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when the student give written notice of cancellation to the office/Director, at the address of the School, shown on this agreement. The Student can also mail, hand deliver, fax, or telegram the cancellation. The written notice

of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to:

Trinity International College  
4040 Barranca Pkwy. Suite 260, Irvine CA 92604

**Student Drop Policy:**

1. A student is considered to have dropped a course when the student drops the course(s) **during** the 1<sup>st</sup> week (7 calendar days from the start date of the class) that the course begins, with no intention of returning.
2. A student may drop a course that they have enrolled in, within this timeframe, and receive a refund for all or part of the courses not taken.
3. The course is completely taken off the student's transcript, with no record of ever registering for the course.
4. Your refund rights are described in the Refund Policy.
5. To drop your course(s), mail or deliver a signed and dated copy of the Notice of Drop form, which includes a written statement requesting to drop and the reasons for it, to the college.

**Student Withdraw Policy:**

1. A student is considered to have withdrawn from a course when the student drops the course(s) after the first week that the course begins.
2. When a student withdraws from a course, the student will receive a "W" on their transcript.
3. Your refund rights are described in the Refund Policy below.
4. To withdraw from your course(s), mail or deliver a signed and dated copy of the Notice of Withdraw form, which includes a written statement requesting cancellation and the reasons for it, to the College.

**Student Grievance Procedures**

TIC is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asking to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with TIC's School Director who will work to resolve the matter. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into TIC's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any

available documentary items. The School Director will notify the student of the decision reached. At any time, the student also has the right to file a complaint with the Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA 95798-0818, toll free number (888) 370-7589, fax number (916) 263-1897, [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Attendance and Leave of Absence Policies**

Students are expected to attend all class meetings. The instructor will take attendance at all class meetings. Upon registration, the student accepts the responsibility of attending all classes and completing all the work the instructor gives. The instructor shall record and report the absences of all students to the school director.

A student who is late up to 15 minutes is considered being tardy. Three incidents of tardiness will be considered as one absence. Any tardiness over 15 minutes is considered as one absence.

Students are subject to dismissal for failure to meet minimum attendance standards, for failure to meet minimum academic progress standards, or for failure to meet financial obligations. The minimum attendance requirement is 80% attendance of all class meetings.

Students may be dismissed from the school for any unsafe act, theft, vandalism of any sort, illegal drug use, or the use of alcohol or being under the influence of any controlled substance.

Students who wish to drop out may do so at any time during the entire course of the program. Students who cancel up until **midnight of the seventh day** of enrollment will receive a full refund, including the registration fee. No approval from school is needed. After the fifth day, the refund will be prorated as indicated in the refund of tuition section of this catalog.

Withdrawals and drops must be done in writing and either delivered in person or mailed to the school director.

Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the school director. The request for a leave of absence may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of the program of study, the School Director may dismiss a student from the program and issue the appropriate refunds according to the refund policy.

### **Transcripts**

Each student's file will contain student's academic progress record and evidence of certificates issued by TIC. Should a student need a copy of an official transcript, the first copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to TIC are paid current. Student transcripts are maintained and kept indefinitely on a safe and secure intranet system.



### **Transferred Credits Policy**

TIC does not award credit/unit for prior experiential learning. Challenge examinations are not allowed. For certificate program, no transfer of credits/units and challenge examinations are allowed. TIC has not entered into an articulation or transfer agreement with any other college or university at this time.

### **Probation and Dismissal Policies**

Students must achieve at least a "D" passing grade to receive credit for a particular class. Students may retake any classes for which they have not achieved these passing grade requirements. If the student falls below 1.0, which is "F" grade, the student will be placed on academic probation. Should the student continue to fail to achieve "D" grade in the classes taken during academic probation, the student shall be dismissed.

The students must achieve at least a "D" average to receive credit for the program.

### **Grades and Satisfactory Progress**

Student performance is graded by percentage. Students must maintain a 70% average to progress from one level to the next. Final grades are issued on a letter grade basis. The value of each grade and its interpretation is as follows:

<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Points</b>	<b>Interpretation</b>
A	90 ~ 100	4.0	Excellent
B	80 ~ 89	3.0	Good
C	70 ~ 79	2.0	Satisfactory
D	60 ~ 69	1.0	Passing
F	Below 60	0.0	Failing
I		0.0	Incomplete
W		0.0	Withdrawal

### **Facilities and Instructional Materials/Equipment**

All class sessions are held at 4040 Barranca Pkwy #260 Irvine, CA 92604. The area of TIC is approximately 2,480 square feet, with front and back entrances, a reception area, an administrative office, a computer room and two classrooms. Restrooms and student and faculty lounge areas are also available. The current classroom is equipped with traditional classroom-related equipment, e.g. whiteboard, desks, chairs, and a projector, which would be adequate as the class will be conducted mainly through lectures, class discussions, and presentations.

## Library and Other Learning Resources

Trinity International College students can use the libraries listed below including a public library.

- Heritage Park Regional Library ([www.ocpl.org/libloc/haritage](http://www.ocpl.org/libloc/haritage))
  - Address: 14361 Yale Avenue, Irvine, CA 92604
  - Opening hours: Mon~Thu (10am to 8pm), Fri (9am~5pm)  
Sat (9am~5pm), Sun (9am~5pm)
  
- University of California, Irvine ([www.lib.uci.edu/](http://www.lib.uci.edu/))
  - Address: University of California, Irvine, CA 92697
  - Opening hours: Mon~Thu (8am to 11pm), Fri (8am~6pm)  
Sat (1pm~5pm), Sun (1pm~9pm)

## Program Changes

There will be no changes relating to the school program during the effective period of this catalog. Any changes to the content of this catalog shall be subject to prior approval from the Bureau for Private Postsecondary Education of the State of California.

## Catalog Policy

Trinity International College provides online access to the Catalog for all students and will be updated annually. This catalog and TIC (which is effective for the period June 01, 2017 – May 31, 2018) is a guide to policies, procedures, and general information about the College so as to assist the student understand all aspects of TIC.

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of TIC's operations are subject to change. Please check with the school director if you have questions regarding the content of this catalog. TIC reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and TIC. The relationship of the individual student to TIC is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement or enrollment contract for the specific terms under which you are to enroll. Changes to this catalog (which may from time to time be required by the Bureau for Private Postsecondary Education of the State of California) will be initially added by means of an addendum and will appear at the end of the catalog.

## **Nondiscrimination Policy**

TIC is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of TIC, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

## **Individual Responsibility**

It is the responsibility of each student, faculty member, and administrative staff to be familiar with TIC's rules and regulations published in this catalog.

## **Student Services**

### **Academic Advisement**

The staff and faculty are available to assist students in academic counseling. The Department Chair is primarily responsible for student counseling and academic advisement concerning the student's individual academic and career plan.

### **Tutoring**

TIC does not have a formal tutorial assistance program. Students who are in need of additional assistance on a topic are asked to contact their instructor, who will attend to their need.

### **Housing and Transportation Assistance**

TIC does not provide housing, but does assist students with housing and/or transportation needs. For housing and transportation assistance, and roommate and ride exchange, our student services will provide the students with information about local housing facilities, housing options and transportation alternatives available to them. The available cost of housing located near the facility estimates is \$ 1,500~\$2,000 a month.

## **Student Interaction**

We encourage students to interact and establish study groups. A bulletin board will be available for student use and may be used to promote the convening of study groups and the furtherance of study and program objectives.

### **Academic Freedom**

TIC is committed to assuring full academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, TIC encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by TIC.

TIC's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of viewpoints and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to TIC's course offerings.

TIC, therefore, supports and encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views as long as they believe it would advance understanding in the specialized discipline being studied.

### **Sexual Harassment**

TIC is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associate with TIC may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Notice Concerning Pending Application for BPPE Approval**

TIC's application for approval to operate has not yet been reviewed by *the Bureau for Private Postsecondary Education*. For more information, call the Bureau for Private Postsecondary Education at (916) 431-6959, or toll-free at (888) 370-7589, or visit its website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## Important Statements

- (1) TIC is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- (2) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589, fax number (916) 263-1897.
- (3) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- (4) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).
- (5) TIC does not offer any form of financial aid; it does not participate in federal and state financial aid programs.
- (6) If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- (7) Bankruptcy: TIC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.
- (8) Job Placement Services: TIC's educational programs are academic and avocation in nature; therefore, it does not provide the placement services for students.
- (9) International Students: TIC currently is not authorized to issue I-20s for international students; as such TIC does not admit international students nor provide visa services.
- (10) Instruction for all courses and programs will be conducted in English.
- (11) The educational programs at TIC do not lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Trinity International College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Trinity International College to determine if your (certificate) will transfer.

### **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

Trinity International College does not grant credit for prior experiential learning.

### **FINANCIAL AID ASSISTANCE**

Trinity International College does not participate nor is it approved in any Federal or State financial aid program or assistance.

### **SCHOOL LOCATION**

Trinity International College offers all of its classes at the following main campus:

Trinity International College  
4040 Barranca Parkway, Suite 260  
Irvine, California 92604

## Faculty & Staff

Trinity International College's faculty and Staff List:

### Genii Ahn

CEO, Trinity International College

- CHAPMAN UNIVERSITY
  - o *BA Communications, Honors (3 semesters)*
  - o *MBA Emphasis in Accounting and Tax*
- UNIVERSITY OF CALIFORNIA, LOS ANGELES
  - o *College Counseling Certificate, with Honors*

### Andrea G. Coulson

TOEFL & ESL Instructor

- Cal State Fullerton
  - o *CATESOL – Teaching credentials*
- ITTT- TOEFL certified
- California State University, Long Beach, CA
  - o *BA English*
- University of Michigan
  - o *Certificate in Sociology/ Social Ecology*

### Alex Kang

CEO, Trinity International College

- Loyola Marymount University
  - o *MBA*
- Chapman University
  - o *BA Accounting*

