

GLOBAL VILLAGE
HAWAII
AGENT MANUAL
2016

INTRODUCTION

Mission Statement

Our Mission is to provide a supportive and inspiring learning environment for English language students through our commitment to the highest standard of quality in the areas of academics, extra-curricular activities, accommodations, and student services.

Quality Charter

1. The highest quality classroom instruction led by fully qualified ESL instructors in a comfortable, linguistically challenging, and international environment.
2. High quality computer lab with high-speed and Wi-Fi Internet access.
3. A respectful, comfortable and secure homestay environment.
4. Detailed information in all literature.
5. Prompt response to inquiries.
6. A well organized, exciting, and diverse schedule of extra-curricular activities.
7. Honesty, patience and respect in all interactions.

FEATURES AND SERVICES

The following features, combined with our unparalleled service, ensure the best possible language training experience for students:

1. Quality English Courses

Global Village Hawaii pays close attention to the needs of the individual by offering small classes (average 11 students) at all ability levels from Beginner to Advanced. Global Village Hawaii classes are communication-based and focus on speaking, listening, grammar and vocabulary building. Regular surveys are conducted to ensure that quality is consistently high.

2. Choice of Programs

- Academic Year Program
- Business English Program
- Cambridge CAE (10 weeks)
- Cambridge CAE (12 weeks)
- Cambridge CPE (12 weeks)
- Cambridge FCE (12 weeks)

- Cambridge FCE (9 weeks)
- Closed Group Class
- English + Fitness
- English + Hula
- English + Surfing
- English + Ukulele
- English + Yoga
- FCE, CAE and CPE Support Packages
- General English Program (8 levels)
- Options
- Private Lessons
- Semester GAP Program
- Semi-Private Lessons
- Teen Activity Program
- TOEFL Test Preparation
- TOEIC Test Preparation

3. Professional Staff

Global Village Hawaii teachers are highly educated, experienced and/or certified to teach English as a Second Language (ESL) or English as a Foreign Language (EFL). Many have taught overseas and understand the challenges of learning a foreign language.

Global Village Hawaii requires teachers to have a university Bachelor's degree and TEFL certification or two years' language teaching experience. At least one-year international teaching experience with adults is preferred. We look for dynamic professional personalities who are enthusiastic about the school's varied social and cultural activities and supportive of the students' efforts to use English.

The administrative staff is there to provide information and help students with any problems which may arise.

4. International Atmosphere

Global Village Hawaii attracts students from all over the world to learn English, communicate and share their culture.

5. Modern Computer Facilities

Global Village Hawaii is equipped with a multi-media computer lab, which has the necessary hardware and software to support students in learning English.

6. State of the Art Technology

Internet and e-mail are offered to all of our students so that they may communicate with family and friends from around the world. Wireless internet access is available for students who bring their own laptops or smartphones.

8. Safe Accommodation

Global Village Hawaii provides full-service, high-quality homestay program with airport transfers available upon request.

Residence, dormitories and apartment information is also available upon request.

9. Exciting Activities

At Global Village Hawaii, we believe that activities are an important part of a student's learning experience. Our Activities Coordinator organizes a variety of exciting sport and cultural activities during the week. Day trips and weekend adventure excursions are also offered every study block.

10. English Only Policy

In order to provide students with a complete English immersion experience, Global Village Hawaii follows a strict English Only Policy.

11. Communication

Agents can obtain up-to-date information on Global Village Hawaii and register students through our agent website: www.gvagent.com

Be sure to also visit our public websites:

www.gvhawaiienglish.com or www.gvenglish.com

SCHOOL AND CITY INFORMATION

Established: 2001 (as ESL International Corp)

The City

Honolulu, on the island of Oahu, is the vibrant metropolitan city located in the midst of the beautiful Hawaiian Islands! Great year-round weather means there are plenty of outdoor activities to choose from including hiking up Diamond Head Crater, enjoying the spectacular beaches of Oahu, and watching the beautiful sunset on a catamaran off of Waikiki beach. Close by is historic Pearl Harbor, stunning Hanauma Bay marine preserve, and the world famous surf beaches of Waimea and Pipeline. Hawaii's Aloha Spirit has allowed a melting pot of cultures from all over the world to find a home in this beautiful place.

Nearby Attractions

The school is conveniently located in Honolulu and nearby attractions are Diamond Head Crater, Pearl Harbor and many spectacular beaches including Waikiki, Ala Moana and Hanauma Bay Marine Reserve. To the north are the Koolau Mountains and the North Shore surf beaches. The fabulous natural beauty of the neighbor islands - Hawaii, Maui, Kauai, Lanai and Molokai are just a short plane ride away.

The Airport

Honolulu International Airport is a 25-minute drive from downtown and is connected by several international airlines to Asia, Europe, and Latin & North America.

The Weather

Average Monthly Daytime Temperatures:

Jan. 27°C	Jul. 31° C
Feb. 27°C	Aug. 31°C
Mar. 28°C	Sept. 31°C
Apr. 28°C	Oct. 30°C
May 29°C	Nov. 29°C
June 30°C	Dec. 27°C

School Area Description

The classrooms are located on the eleventh floor of a modern office building across the street from Ala Moana Shopping Center and minutes away from Ala Moana Beach Park and Waikiki Beach. The school offers spectacular views of the mountains and the ocean. The main bus terminal is across the street and banks, shops, restaurants, and supermarkets are steps away.

Facilities

- 13 air-conditioned classrooms with ocean and mountain views
- A multi-media computer lab (up to 26 terminals)
- High-speed, wireless Internet access available
- Cozy student lounge w/kitchenette (refrigerator, microwave, kitchen sink/faucet and a hot water dispenser)
- High Definition TV
- Vending machines for snacks, beverages and coffee
- Student lockers
- Student phone

Instructors have access to textbooks, audio players, Blu-ray/DVD players, televisions, video projectors, and laptop computers.

Legal Status

Global Village Hawaii (DBA of ESL International Corp.) is a privately owned and independently operated company and is incorporated in the state of Hawaii.

Member of:

- Accredited by ACCET, **A Partnership for Quality** ®
- IALC (International Association of Language Centres)
- English USA–American Association of Intensive English Programs
- NAFSA: Association of International Educators
- Study Hawaii – marketing consortium of accredited educational institutions in Hawaii
- Hawaii Association of Teachers of English as a Second Language (**HITESOL**)
- Better Business Bureau (BBB)
- Hawaii Chamber of Commerce
- Honolulu Japanese Chamber of Commerce
- Chinese Chamber of Commerce of Hawaii
- Hawaii China Chamber of Commerce
- National TESOL
- Hawaii Visitor and Convention Bureau (HVCB)

I-20 Authorization

Global Village Hawaii is officially authorized by the Department of Homeland Security to issue I-20 forms.

Web references

<http://www.gvenglish.com/english/schools/hawaii/index.cfm>

<http://www.gvhawaiienglish.com>

<http://www.gohawaii.com>

School Address & Staff Information

Global Village Hawaii

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STUDENT ORIENTATION

Orientation Day Schedule

Global Village Hawaii conducts a full day orientation on the first day of the study block. Students should arrive at 8:00 in the morning and are requested to bring their passport, I-94 card (if received) and I-20 (students with student visas).

**For first days of the study block, school doors open from 7:45 am so students can begin checking in from this time.*

Orientation:

8:00*	Students check in at the registration table
8:00	Student interviews and oral assessments
8:30	Written examination
9:30	School/Campus tour
10:30	Welcome speeches by staff & faculty members
11:00	Overview of school policies, culture of Hawaii and contracts
11:45	Homestay Orientation
12:00	Small group - Q & A session
12:30	Class schedules and text books are distributed
13:00 - 13:30	Dismissed from school

School Rules

1. Global Village Hawaii has a strict English Only Policy. Students must speak English while they are within the school except in special circumstances. Students who are overheard speaking in a language other than English can be issued a 'yellow card'. Anyone can fill out a yellow card—a teacher, another student, or a staff member. Students who receive 3 yellow cards within a study block will be asked to leave the school for the day and this will be counted as a missed day of class.
2. In the United States, anyone with a Student Visa (F-1) is required to maintain their attendance by studying full-time of 18 hours or more per week. Failure to do so may result in school dismissal and termination of their I-20 form.
3. Students wishing to take an extended holiday or leave of absence must receive written authorization from the Assistant Director.
4. Students are expected to act in accordance with the following Student Code of Conduct:
 1. Participate in class, take all competency checks (see page 9), exams and complete all projects.
 2. Attend class regularly. Dressed appropriately and ready to learn.
 3. Students who arrive to class more than 15 minutes after the start of class are considered absent and may not enter the classroom without authorization from the Director of Studies.

4. Follow our ENGLISH ONLY policy while in school and during activities. If you do not follow this policy, you may be asked to leave school or activity for the day; see English Only Policy in the Student Handbook.
5. Inform the Student Services Manager and/or Director of Studies of any changes in your study plans.
6. Inform the Accommodations Coordinator of any changes in your accommodations plans.
7. Respect staff, faculty and other students. Bullying, discrimination [e.g. race, religion, sexual orientation and gender] and abuse in any form will not be tolerated and may lead to dismissal from school.
8. Respect school property; property of staff, faculty and fellow students.

Depending on the severity of the violation, students may receive any of the following:

- A verbal warning and be counseled regarding the violation.
- A written warning.
- Dismissal from school.
 - If dismissed, a written appeal may be submitted within a week from the date of the dismissal to the Management Committee of Global Village Hawaii.

STUDENT EVALUATION

Class Levels and Placement Test

On the first day of school during Orientation, students take the Global Village Hawaii Placement Test, which consists of three parts: oral interview, short written essay, and a multiple choice test covering listening, reading, and grammar. This test has been carefully calibrated to the Global Village Hawaii Proficiency and Advancement Guide [see page 27] and GEP course content to ensure that students are ideally placed in the level corresponding most appropriate to their English proficiency.

Evaluation & Assessment

We have developed a comprehensive, multifaceted assessment plan that guides and supports both teachers and students throughout the teaching and learning processes leading to shared commitment, interdependent goals, and higher achievement in all levels and programs.

We have developed a curriculum based strongly in Competency-based Language teaching, a methodology which compliments language instruction most appropriately. Each level consists of multiple ‘Communicative Competencies,’ around which every aspect of the course depends. A competency is an operational statement describing specific student behaviors that evidence the acquisition of desired goals in knowledge, skills, abilities, or capacities. They are expressed in terms of ‘can do’ statements (reflecting the competencies established by the Association of Language Testers of Europe) and focus on the achievements students make rather than on deficiencies. For example:

- a) You can enter unprepared into conversations on familiar topics. (Level 3; B1)
- b) You can make simple purchases by stating what is wanted and asking the price. (Level 2; A2)

Competencies are assessed weekly by means of the Competency Checks (CCs). These are formal assessment and involve direct, systematic observation and rating of student performance on the stated weekly competencies. They vary in form from week to week, with each featuring one or more of the three modes of communication—reception, interaction, and production. What’s unique about Competency Checks is that they reflect the manner in which students naturally acquire and use language in the real world. All coursework, tasks, activities, and homework assignments elicit the linguistic interaction and provide the information necessary for students to master the competencies for a given week. CCs are performance-based and developmental in nature. They are integrative and designed to be used with scoring rubrics that rate performance as follows:

- 1- Beginning** (student should continue working with the competencies);
- 2- Progressing** (student should aim for this rating); and
- 3- Exceeding** (student has performed above expectations).

On the their last day of class, students receive their Certificate of Completion as well as their Competency Check Report, which details their ratings on each of the Competency Checks completed during any given term. Since CCs are

weekly, even students enrolled for only a week will receive both a Certificate of Completion and a Competency Check Report.

On the first day of class, teachers distribute course syllabi detailing: the goals and expectations for the four-week study block, laying out the timeline for assignments and assessment, and listing all the competencies to be covered and mastered. This ensures that course expectations are transparent so that all students have a solid understanding of the connection between their individual achievement and the program requirements, class activities, assessment tools, and the expectations of the teachers.

Surveys

In order to maintain the highest quality program and meet changing student needs and expectations, we encourage all students to complete the following surveys during the last week of each study block.

- School Survey: Students' overall impression of their courses, the activity program, home-stay/accommodations, the computer lab, and the facilities.
- Class Survey: Students' candid and detailed assessment of their own learning, their teachers, coursework and content, textbooks and other materials.
- Accommodations Survey: Students' sincere evaluation of either their homestay families, apartments or student residences.

Surveys are distributed at the beginning of the last week of the study block (students take them home and complete anonymously). We encouraged students to comment honestly and openly in their evaluation.

Proficiency Reports

At any time, students may request their English Language Proficiency Report, which details the student's English performance ability as it relates to the mastery of the forms, the linguistic, cognitive, affective and socio-cultural meanings of those forms, and their communicative competence or ability to use the language dynamically in real world situations. The reports are aligned to the *Common European Framework Scale*, whose level descriptors (A1, A2; B1, B2; C1, C2) are an international standard and will therefore be recognized by academic institutions and employers. Students whose study period is less than 6 weeks will receive the report corresponding to the last level in which they were placed and those whose study period is 6 weeks or more have the opportunity to take the Global Village Hawaii Proficiency test (offered during the last week of each study block) and will receive the report corresponding to the results of the test.

Certificates

Global Village Hawaii is a student-centered school utilizing open enrollment and rolling admissions. Students are admitted and terminate their enrollment at will. In order to receive a Certificate of Completion a student must demonstrate:

- Completion of assessment (Competency Checks and/or practice tests) for each week of attendance at the end of their scheduled enrollment. Students who are not present for their assessment and/or do not arrange with their teacher to make it up within 1 week will not receive a Certificate of Completion.
- A cumulative attendance record for the entire term of study of at least 80%.

PROGRAM INFORMATION

Program Philosophy

The curriculum emphasizes practical application of language skills. Directors meet on a regular basis to Communicative language teaching (CLT) seeks to bring students beyond grammatical competence to a point where they are able not only to decode a language but can also begin to manipulate the language in private dialog. The primary focus is on helping learners create meaning rather than helping them develop perfectly grammatical structures or acquire native-like pronunciation. This means that successfully learning a foreign language is assessed in terms of how well learners have developed their communicative competence, which can loosely be defined as their ability to apply knowledge of both formal and sociolinguistic aspects of a language with adequate proficiency to communicate. An emphasis on

communicative competence does not erase the need for explicit training in grammatical structures. Rather, control of grammatical structures forms a waypoint en route to a higher level of learning, that of communicative competence.

CLT is usually characterized as a broad *approach* to teaching, rather than as a teaching *method* with a clearly defined set of classroom practices. There are five important features which set CLT apart:

1. An emphasis on learning to communicate through interaction in the target language.
2. The introduction of authentic texts into the learning situation.
3. The provision of opportunities for learners to focus, not only on language but also on the learning process itself.
4. An enhancement of the learner's own personal experiences as important contributing elements to classroom learning.
5. An attempt to link classroom language learning with language activities outside the classroom.

CLT focuses on the needs and desires of learners as well as the connection between the language as it is taught in their class and as it is used outside the classroom. In the classroom CLT often takes the form of pair and group work requiring negotiation and cooperation between learners, fluency-based activities that encourage learners to develop their confidence, role-plays in which students practice and develop language functions, as well as judicious use of grammar and pronunciation focused activities.

Multi-media Lab

High-tech computers allow students to study English at their own speed. Computer assisted learning technology with audio capacity is available for students. Headphones are also available.

Daily Schedules

All classes are in terms of lessons rather than hours. One lesson is the equivalent of 50 minutes of class time.

Timetable – Global Village Hawaii

Lessons/week

16 lessons /week (Monday - Thursday, 4 lessons per day): GEP study only and Student Visa not required.

20 lessons /week (Monday – Friday, 4 lessons per day): GEP, BEP, TOEFL and TOEIC courses are available. Student Visa not required.

25 lessons /week (Monday – Friday, 5 lessons per day): GEP, BEP, TOEFL and TOEIC and plus the Options Program and an F-1 Student Visa is required.

Beginner through low intermediate students, as well as those enrolled in the TOEIC preparation course, study from 13:20 to 17:00 in the afternoon. Intermediate through advanced students, as wells as those enrolled in the Business English course study from 8:30 to 12:10. The TOEFL preparation course is scheduled to be held in the morning. For more information about our class timetable, please contact GV Hawaii at hawaii@gvenglish.com

Daily Schedule:

8:30 – 10:10 a.m. 10:10 – 10:30 a.m. 10:30 – 12:10 p.m.	<i>Intermediate to Advanced</i> 1 st morning session Break 2 nd morning session
12:20 – 1:10 p.m.	Options Program, Monday – Friday
1:20 – 3:00 p.m. 3:00 – 3:20 p.m. 3:20 – 5:00 p.m.	<i>Beginner to Intermediate</i> 1 st afternoon session Break 2 nd afternoon session

**Timetable may vary depending on course.*

***Cambridge Program:**

- Winter Intensive FCE [30 lpw, 9 weeks]: 8:30-10:10/ 10:30-12:10/ 12:50 - 2:30. Student visa required.
- Winter Intensive CAE [27 lpw, 10 weeks]: 8:30-10:10/ 10:30-12:10 / 12:50 - 2:00. Student visa required.
- Spring FCE/CAE/CPE [22 lpw, 12 weeks]: 8:10-10:10/ 10:30-12:10. Student visa required.
- Fall FCE/CAE [22 lpw, 12 weeks]: 8:10-10:10/ 10:30-12:10. Student visa required

Academic Year Schedule Semester 1: January 19 – April 8, 2016 Semester 2: May 9 – July 29, 2016 Semester 3: September 26 – Dec. 16, 2016	Cambridge Program FCE Jan. 4-March 4, Written March 5 CAE Jan. 4-March 11, Written March 12 CPE Written March 5 [exam only]
TOEFL: Sept. 26 – Dec. 16, 2016	FCE/CAE March 14-June 3. Written June 4 CPE March 14-June 3, Written June 9 FCE/CAE Sept. 6-Nov. 23, Written: CAE Nov. 26, FCE Nov.29 CPE Written Dec. 1 [exam only]
Semester GAP Schedule Jan. 19 – July 1 , 2016 [Break: April 11-15] May 9 – October 21 , 2016 [Break: Aug. 1-5] Sept. 26 - March 10, 2017 [Break: Dec. 19-23]	Teen Activity Program January 11 – February 5, 2016 July 5 - 29, 2016 August 1 – 26, 2016

2016 Start Dates – Global Village Hawaii

General English, TOEIC Test, Business English, Options, and English + Programs (e.g. English + Hula)*: Jan 19, Feb 16, Mar 14, Apr 11, May 9, June 6, July 5, Aug 1, Aug 29, Sep 26, Oct 24, Nov 21, Dec 19

*Alternate start dates are available, please contact the school.

Holidays (School closed)

Jan 01, Jan 18, Feb 15, Mar 25, May 30, Jun 10, July 04, Aug 19, Sep 05, Oct 10, Nov 24-25, Dec 26.

PROGRAMS

General English Program

FREQUENCY:	Every week, though discouraged to start from <u>Week 4 of the Study Block</u>
LENGTH:	1-144 weeks and available in the 16, 20 or 25 lessons per week
MINIMUM AGE:	16
ABILITY LEVELS:	Beginner to Advanced
REQUIREMENTS:	Placement test required

Program Content

Our most popular program, General English is available for all levels of English. This dynamic, communication-based program has the following daily structure:

1. Language Use (Grammar): Practical use of specific grammar structures to improve speaking skills. Specific language structures are introduced at each level through set textbooks. Role-play, pair-work and other interactive teaching techniques allow students to practice English grammar while focusing on real-life situations. Language is not just patterns of grammar with vocabulary, but involves language functions: inviting, agreeing, suggesting, and which students learn to perform using a variety of language exponents. For example, requests can be made in many

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ways: ‘Could you please open the window?’, ‘Open the window, please.’, and ‘Don’t you think it’s hot in here?’ To be successful language users they must not only use the correct forms and select the right words, but also select the appropriate level of formality, emphasis and tone. This session focuses on analyzing, questioning and making language hypotheses.

2. **Communication Skills:** Improve conversational ability, listening, speaking, and pronunciation skills through the study of functional language skills, effective role-play, audio, video exercises and idiomatic English.

In this session, students test their hypotheses. Language is best learned when students have enough exposure to language with lots of opportunities to use it in the most authentic and relevant ways so here, students perform real-life tasks such as getting information about neighbor island hotels, or presenting travel packages to potential clients. They interact with each other using English not to complete an exercise but to say something meaningful about the present. With all the debate, chatter and writing going on, there are bound to be plenty errors. Perfect! Teachers look forward to errors. Without them how would they know which areas need more work and which students need more motivation? Students who make the most errors are usually challenging themselves the most by using the most complex language possible. Students who make few errors are either naturally gifted or more likely, are simply not talking enough and therefore need their teacher to motivate them and give them reasons to experiment with English and thereby stretch their skills.

3. **Reading, Writing & Vocabulary:** A comprehensive study of new vocabulary with instruction in reading and writing.

Business English Program

FREQUENCY:	Every week, though discouraged to start from <u>Week 4 of the Study Block</u> . Course will run based on student enrollment.
LENGTH:	1-24 weeks and available only in the 20 or 25 lessons per week
MINIMUM AGE:	16
ABILITY LEVEL:	Intermediate
REQUIREMENTS:	Placement test required, level 5 or higher or 500/173/61 TOEFL equivalent

Business English in the USA

The program is ideal for students whose career plans require English and for those who want to learn about important business concepts as well as prepare themselves for the BEC 2 exam. This innovative program incorporates real-world visits to businesses outside of the class and original class projects which have students interacting with local business owners. Business English students can expect to increase their Business English proficiency as well as expand their knowledge of the practical business world, technical knowledge and confidence required in today’s fast-paced market. Business English students will improve their understanding of social media and sharpen other key business skill sets in marketing, operational management, human resources, entrepreneurship, customer relations and business culture.

Through the focus is on business concepts, students will also improve their effectiveness with communication and use of Business English vocabulary. Students will gain a deeper understanding of International Business issues through analyzing real business case studies, role-playing scenarios and working as a team in small groups. Students may also focus on specific areas of interest. For example: Social Media, Travel and Tourism, Marketing and Advertising, Banking and Finance, Employment Preparation, Human Resources Management, Sales and Customer Service, Globalization and International Business, Business Etiquette and Interpersonal Skills, Management and Corporate Culture, Business Ethics, Telephone skills for Business, Entrepreneurship and Franchising, Business Writing, and Presentation Skills. Course content may vary depending on enrollment.

Private Lessons / Semi-Private Lessons

FREQUENCY:	Variable
LENGTH:	Variable
MINIMUM AGE:	none

ABILITY LEVEL:	All levels
REQUIREMENTS:	None for Private Lessons, but for Semi-private Lessons, students must have similar levels of English.

Program Description

Private English training is for students who are interested in a specific area of study. Private lessons would also appeal to students who are interested in an accelerated program or who want one-on-one attention. Semi-private lessons are also available upon request and can have two or three students in the lesson. Students must have similar levels of English to have semi-private lessons.

Cambridge FCE (9 weeks) and Cambridge FCE (12 weeks)

FREQUENCY:	3 times per year. Course will run based on student enrollment.
LENGTH:	9 to 12 wks. and available in 22 (Fall/Spring) and 30 (Winter) lessons per week
MINIMUM AGE:	16
ABILITY LEVEL:	Intermediate
REQUIREMENTS:	Entrance test required, score of 45% or better or successfully passing the next lowest Cambridge exam within two years is an automatic placement

* It is recommended that students complete the Cambridge Pre-Test prior to undertaking this course and examination.

Introduction

This course leads to the Cambridge First Certificate of English (FCE). The course is designed to provide students with a good grounding in grammatical aspects of English and develop their skills in reading, writing, listening and speaking.

Program content

This is a full-time program where students receive a thorough preparation in the five skill areas tested in the examination:

- Use of English (Grammar)
- Composition (Writing)
- Speaking
- Reading and Vocabulary
- Listening Comprehension

Official examinations are held on the final week of the program at all GV locations on dates set by Cambridge University.

Practice tests are given every week so that students can monitor their progress. Mock examinations are held at the end of the program. Students should expect to read a novel at their own pace.

Cambridge CAE (10 weeks) and Cambridge CAE (12 weeks)
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FREQUENCY:	3 times per year. Course will run based on student enrollment.
LENGTH:	10-12 weeks and available in 22 (Fall/Spring) and 27 (Winter) lessons per week
MINIMUM AGE:	16
ABILITY LEVEL:	Upper Intermediate - Advanced

REQUIREMENTS: Entrance test required, score of 45% or better or successfully passing the next lowest Cambridge exam within two years is an automatic placement

* It is recommended that students complete the Cambridge Pre-Test and have successfully completed the Cambridge First Certificate Examination prior to undertaking this course and examination.

Introduction

This course leads to the Cambridge Certificate in Advanced English (CAE). It is designed for students with a high level of proficiency in English who are already working in English or will be in the near future.

The course has been structured and designed to develop skill areas to a level comparable to that of a native speaker.

Program Content

This is a full-time program for students who are at an advanced Level. Students receive a thorough preparation in the five skill areas tested in the examination:

- Use of English (Grammar)
- Composition (Writing)
- Speaking
- Reading and Vocabulary
- Listening Comprehension

Practice tests are given every week and mock examinations are held towards the end of the program. Students are expected to read a novel at their own pace. Official examinations are held on the final week of the program at all locations on dates set by Cambridge University.

Cambridge CPE (12 weeks)

FREQUENCY: Once per year. Course will run based on student enrollment.

LENGTH: 12 weeks and available in 22 (Spring)

MINIMUM AGE: 16

ABILITY LEVEL: Upper Intermediate - Advanced

REQUIREMENTS: Entrance test required, score of 45% or better or successfully passing the next lowest Cambridge exam within two years is an automatic placement

* It is recommended that students complete the Cambridge Pre-Test and have successfully completed the Cambridge Certificate of Advanced English Examination prior to undertaking this course and examination.

Introduction

This course leads to the Cambridge Certificate of Proficiency in English (CPE). It is designed for students with a high level of proficiency in English who are already working in English or will be in the near future.

The course has been structured and designed to develop skill areas to a level comparable to that of a native speaker.

Program Content

This is a full-time program for students who are at an advanced Level. Students receive a thorough preparation in the five skill areas tested in the examination:

- Use of English (Grammar)
- Composition (Writing)
- Speaking

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- Reading and Vocabulary
- Listening Comprehension

Practice tests are given every week and mock examinations are held towards the end of the program. Students are expected to read a novel at their own pace. Official examinations are held on the final week of the program at all locations on dates set by Cambridge University.

Cambridge FCE, CAE, CPE Support Packages

This add-on option prepares the eligible student to write two exams during the same session: FCE and CAE exams or the CAE and CPE exams. Students in other programs wishing to take one or both Cambridge exams may take this additional package to prepare themselves for the exams. The support package includes 12 lessons of after-class tutorial support with one of the Cambridge teachers.

* Global Village Hawaii (CPE limited)

TOEIC Test Preparation Program

FREQUENCY:	Every week, though discouraged to start from <u>Week 4 of the Study Block</u> . Course will run based on student enrollment.
LENGTH:	1-16 weeks and available only in the 20 or 25 lessons per week. May be offered through the Options Program (5 lessons per week)
MINIMUM AGE:	16
ABILITY LEVEL:	Intermediate
REQUIREMENTS:	Placement test required, level 4 (B1+) or higher or 450/133/45 TOEFL equivalent

Introduction

The *TOEIC® Test* Preparation Program is for students interested in preparing to take the *TOEIC®* (Test of English for International Communication). This exam is taken by more than 4 million business professionals worldwide and measures the everyday English skills of people working in an international environment. Features of the program include:

- Pre- and post-tests and review quizzes to diagnose areas of difficulty and measure progress.
- Test-taking strategies with authentic *TOEIC®* questions.
- A focus on vocabulary building, collocations and word forms.
- Comprehensive grammar review emphasizing typical grammar problems.
- Full audio program (CDs) with transcripts and answer key included with textbook.
- Opportunity to sit for the official Institutionalized *TOEIC®* offered at the end of every Term on site.

Program Content

Students are prepared for the main components of the TOEIC examination by covering: listening comprehension, reading, business-oriented vocabulary review and grammar review.

TOEFL Test Preparation Program

FREQUENCY:	Every week in Study Blocks #10, #11, #12, though discouraged to start from <u>Week 4 of a Study Block</u> . Course will run based on student enrollment.
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LENGTH:	1-16 weeks and available only in the 20 or 25 lessons per week. May be offered through the Options Program (5 lessons per week)
MINIMUM AGE:	16
ABILITY LEVELS:	Intermediate
REQUIREMENTS:	Placement test required or minimum Level 5 (B2) placement required or 500/173/61 TOEFL equivalent, 3.5 IELTS, FCE, or equivalent

Introduction

This course is for students who would like to improve their TOEFL/IELTS score and who are interested in a college style class that will prepare them for further studies at college or university. Students should complete the Global Village Hawaii Pre-Test (see Appendix 1) prior to registering for the course. This examination is also available on our website or by e-mail.

Students who have an official test score of 450/133 (TOEFL) 3.5 (IELTS) can be accepted into the course without writing the Pre-Test.

Program Content

Students are prepared for the main components of the exam:

- Reading
- Listening Comprehension
- Grammar and Written Expression
- Vocabulary Building

The course covers test-writing strategies with frequent practice examinations and includes academic readings, essay writing and seminar-style discussions. Thematic units are based on courses that students will encounter at college or university as well as subjects that are of interest to high-level students.

For students who wish to take the TOEFL exam in Hawaii can register for the TOEFL exam at:

<http://www.ets.org/toefl/ibt/register/>

English + Programs (Hula, Surfing, Yoga, Fitness and Ukulele)

FREQUENCY:	Every week, though discouraged to start from <u>Week 4 of the Study Block</u> .
RECOMMENDED LENGTH:	No more than 4 weeks and available in the 16, 20 or 25 lessons per week
MINIMUM AGE:	16
ABILITY LEVEL:	Beginner to Advanced
REQUIREMENTS:	Placement test required

Introduction

English + Programs offer students who wish to combine an exciting and cultural activity with their English studies. Join one of our quality English programs and your activity lessons (e.g. surfing) will be scheduled around your English class schedule. Please contact GV Hawaii for more details at: hawaii@gvenglish.com

Teen Activity Program

FREQUENCY:	Twice a year, in January [4 weeks] and July to August [8 weeks total]. Course will run based on student enrollment.
LENGTH:	1-4 weeks in January though can accommodate more during the summer up to 8 weeks
AGE GROUP:	12 – 17

www.gvhawaiienglish.com
www.gvagent.com
www.gvenglish.com

ABILITY LEVELS: All levels

REQUIREMENTS: Underage forms, Passport copy and Health insurance policy copy

Introduction

We invite students to experience the holiday of a lifetime! Study English, participate in fun-filled activities, explore beautiful Hawaii and stay with a local host family. Teen Activity Program classes may be held off-campus, please contact GV Hawaii for more details at: hawaii@gvenglish.com

Features

- AM classes
- PM activities
- Homestay with full board with Airport transfers
- Fun excursions
- Orientation and city tour
- Graduation and certificate of completion

Closed Group Class

The school offers tailor-made closed group classes for tour groups. Tours are usually anywhere from 1– 4 weeks in duration and generally consist of English lessons in the mornings with optional activities in the afternoons and/or on weekends. Classes average from 10-15 students per group. Lesson content relates closely to the afternoon activities and excursions, so students are able to apply what they learn in their classes to outside practical situations.

Our central city location makes it ideal for sightseeing, as students are able to walk to a large range of tourist attractions following their morning classes. In addition to these city-based activities, tours can include longer excursions to sporting venues or local places of interest. Special interest tours can be arranged to meet particular group needs and preferences. Accommodation is generally in homestay, but alternatives such as boarding houses or hotels can be arranged on request.

Individual quotations are prepared in accordance with your group requirements. Contact the school for details.

HOMESTAY AND ACCOMMODATION

We offer quality homestay services for students who want to experience local culture in a safe and secure environment.

Includes:

- Careful selection of families
- Personalized placement of students
- Self-catering/Roomstay (No meals) or Full Board (3 meals/day)
- Private room
- Laundry facilities
- Access to TV and telephone
- Counseling service
- Airport transfers (optional)

Information for Homestay Students

Staying in a homestay will give students the opportunity to practice English outside of class, and also a chance to experience first-hand how another family lives. The host family will treat the student with respect and will expect the same in return.

Language in the Homestay

English must be spoken at all times to the student.

Expectations

1. The student must follow all household rules.
2. The student must show the family that they understand how to get to and from the school. The student should expect to spend an average of 60 minutes on the bus when traveling from the home to the school. Monthly transit pass for adults is: \$US60 (subject to change) and for youth, \$US30 (subject to change)
3. The student is expected to carry the host family name, address and phone number with them at all times.
4. The student will receive a house key. The student must respect the security of the house. The key must be returned upon departure.
5. The student will be given a clean, comfortable private room, equipped with a bed, desk, dresser or closet and good lighting.
6. The student is not always expected to do housework but will be expected to take care of their possessions and room.
7. The student is encouraged to spend time with the host family in regular activities and on holidays (Christmas, New Year's etc.) as this will help to improve their English while learning about a family from a different culture. Students may choose not to join the family on outings, which may have an added cost.

Meals

Students that choose Full board will receive 3 meals per day. Students that choose Self-catering/Roomstay will receive no meals per day. Students will be responsible for their meals.

Breakfast: A typical breakfast may range from cereal, fruit, toast and jam, juice or coffee. Students are expected to make their own breakfast.

Lunch: Usually a sandwich or leftovers on school days. Students are expected to make their own lunch.

Dinner: The student should try to eat dinner with the family. It is polite to offer to help with housework, preparation of the meals, and cleaning the dishes after a meal.

Type of meal and times varies from family to family (time is usually around 18:00). The student should call the family informing them if they will miss meals. The family will not be expected to prepare late meals for the student.

Hygiene

The student will be shown which bathroom they should use. Bath/shower lengths may be restricted, please inquire with family (available hot water may be limited).

The student should be aware of laundry arrangements (number of times per week, self-service or with family assistance). The student should also be aware of household energy conservation (turning lights off or recycling program). The student is expected to keep their room tidy and clean.

Telephone

Long distance calls should be made collect or with a calling card. The student should advise family and friends of time difference so the host family is not disturbed by calls at inconvenient times.

Emergencies

The homestay family will provide a work or cell phone number. The student may also contact school on the emergency phone..

Homestay Placement Procedures

1. All homestay families are visited and carefully inspected before approving the family to our homestay program.
2. We cannot place students in homestay unless a completed registration form has been received by the school. The registration form should be received at least four weeks before arrival to guarantee homestay placement.
3. We need to have as much information about the student as possible so we can choose an appropriate family. Please fill out all the questions on the Homestay Registration Form and attach a photograph if possible. Please indicate special requests on the form and we will try our best to accommodate your requests though no guarantees.
4. Placements will be made based on information on the registration form and host family availability.
5. The student will receive a Host Family Profile (description of family members, occupations) after all the student information has been received. This may take up to three weeks especially in the peak season. For legal reasons, this profile will not include specific racial, religious or cultural information. The student is encouraged to contact the family before arriving in order to get to know a little about the family.
6. The student who has booked and paid for airport pick-up will be met at the airport by the host family or school driver. Someone will be holding a sign with the student's name. If the flight is delayed by more than an hour, or if the flight is cancelled, the student must telephone the family or the school's emergency phone. If the student doesn't contact the family or the school's emergency phone, the student will need to be responsible to catch a taxi and pay for it. Furthermore, the airport transfer fee will not be refunded.
7. The student must phone the family, or school from the airport if the expected airport pick-up is not there. Traffic, early flight arrival, or unforeseen circumstances may require the student to wait for a short period.
8. The student must sign a Student Homestay Agreement before or on the first day of school.
9. The student will be asked to fill out an evaluation form during their stay.

Counseling

1. The Director of Accommodations and Accommodations Coordinator are available for counseling during school hours or after school hours in the case of emergencies.
2. The student should not leave or change their homestay family before contacting the Accommodations Coordinator.
3. If problems arise between the student and host families, the Accommodations Coordinator will attempt to provide mutually acceptable solutions based on the Agreements signed by both student and family. The school's main goal is to ensure that the homestay experience is fulfilling and rewarding for both the student and the family. Communication is very important.

Dismissal from Homestay

The school reserves the right to ask a student to leave the homestay program at any time if the student's behavior is unacceptable or if the student fails to comply with the homestay terms and conditions. This includes: harassment of a family member, theft of family property or the inability of the student to live within family rules.

Payment

1. The host family may not charge the student a damage deposit during their stay. Under no circumstances should the student pay any money to the host family directly even if they are no longer enrolled in the school.
2. No refund will be issued if the student is away for the weekend or misses a meal because of other plans.
3. The student must pay the school in full for the entire homestay period. The school will issue payment to the family every study block.
4. The student should arrive on Saturday or Sunday before the start date and depart on Saturday or Sunday after the last day of classes unless otherwise stated. A daily rate will be charged for times before or after this period. Availability is not guaranteed.

Alternative Accommodation

We offer a variety of student residential, apartment, and dormitory accommodation. Please contact the Accommodations Department for availability and pricing. Space may be limited.

Transportation and Spending Money

City Transit – TheBus (www.thebus.org)

Adult monthly bus pass - US\$ 60.00 ***U-Passes** [semester based] are discounted bus passes, see the front desk for more details.

Spending Money

The student should bring extra money to cover personal items, entertainment and souvenirs. Approximate expenses per month: US\$ 500-800.

Please contact us directly for more specific information.

Homestay Student Terms and Conditions Agreement

1. The student will need to be familiar with his/her meal plan.
 - **Full Board** is 3 meals per day (Breakfast, Lunch and Dinner). Breakfast and lunch are self-served and students will prepare their own meals. The family will provide and explain what food they can use. Dinner is a sit down meal prepared by the family.
 - **Self-catering/Roomstay** is no meals but students will have access to the kitchen/refrigerator to prepare their own meals.
2. The student is encouraged to take part in the Host Family's daily activities and expected to participate in all family chores shared by the general family. These expectations will be communicated by the host family. (Example: tidy up after yourself; clean up after meals, etc.)
3. The student is responsible for informing his or her family when making plans to go out on a free day, afternoon, or evening.
4. It is not guaranteed that the student will be matched with a host family having the exact criteria as the student's requests. In every case, Global Village Hawaii makes every effort to provide the best for the student.
5. The student should inform the Host Family and the Accommodations Department **three-weeks** before leaving the Host Family's home if he/she decides to change or terminate the agreed homestay period. A change or cancellation fee will apply. If the host family has failed to meet homestay conditions [as outlined in the Homestay Family Terms and Conditions Agreement], then the Accommodations Coordinator must be notified and given a chance to mediate and/or correct the problems. Only after the Accommodations Coordinator's intervention, and if the problems persist, will the student be moved to a new host family and there will be no refund given for the period of homestay already used. Only if no homestay family can be found will a refund be issued. There is an Accommodation Change Fee applied each time a student changes accommodation.
6. The student should inform the Host Family and the Accommodations Department **four weeks** before the end of the homestay period if he/she decides to extend the agreed homestay period. Homestay extensions are on a space available basis. You may be required to change families or find another type of accommodation.
7. The student should inform the Accommodations Department at least **two weeks** before the date of the transfer if he/she decides to request an airport transfer.
8. The student is responsible for his or her own meal arrangements on those days when an all day excursion or afternoon activities are planned.
9. The student shall show consideration and tolerance for the Host Family members.
10. The student must promptly reimburse the Host Family if he/she is responsible for causing damage to the home.

11. The student can only invite guests to the home with the knowledge and permission of the Host Family.
12. The student must keep his/her room clean (i.e. vacuum his/her room and empty the garbage can at least once a week).
13. If the student is doing his/her laundry, it must be agreed upon with the Host Family.
14. The student shall respect the privacy and belongings of the Host Family.
15. The student shall respect and follow the Host Family's rules in their home. The student is to notify the Host Family and/or the Accommodations Coordinator should they find the rules unreasonable.
16. The student will be considerate of the fact that in Hawaii, host families do not have large water tanks. Students will keep their showers to a reasonable length. Hawaii is an island and water conservation is very important. Families may ask that students take showers for no longer than 10 minutes.
17. The student shall ask permission to the Host Family if he/she wishes to use any household appliances.
18. The student shall ask permission to use the telephone, will keep calls to a reasonable length of time and shall restrict late night calls. Any long distance calls should be made "collect" or using "calling cards". Students will be asked to pay all outstanding long distance calls made by them.
19. The student shall help him/herself to food only with the knowledge and permission of the Host Family.
20. If difficulties arise between the student and the Host Family, the Accommodations Coordinator must be notified immediately. Every effort to discuss and rectify the situation will be demonstrated.
21. It is understood and agreed by that you will not smoke in the Host Family's home if they are not smokers. The student will be asked to smoke outside and will be expected to do so. If the student is a smoker he/she should ask the family for a suitable place to smoke.
22. If the student does not comply with all the policies in the Agreement, he/she may be asked to leave the Host Family's home.
23. If the Accommodations Coordinator and/or Director of Accommodations determine a student to be unsuitable as a homestay participant, they will not be allowed to stay in the homestay program. Being in a homestay is a privilege, not a right.

HOMESTAY REFUND POLICY

1. Where a person has contracted for a period of homestay and give notice of his/her intention not to commence and/or postpone the homestay program 8 weeks before arrival, all money will be refunded including the homestay placement fee.
2. Where a person has contracted for a period of homestay and gives notice of his/her intention not to commence the homestay program within 8 weeks before arrival, all money will be refunded except the homestay placement fee.
3. The student should inform the Host Family and the Accommodations Department **three weeks** before the end of the homestay period if he/she decides to terminate the agreed homestay period. If the host family has failed to meet homestay conditions, then the Accommodations Coordinator must be notified and given a chance to mediate and/or correct the problems. Only after the Accommodations Coordinator's intervention, and if the problems persist, the student will be moved to another homestay, and there will be no refund given for the period of homestay used. Only if no replacement homestay can be found will an accommodation refund be issued. Students must request to cancel future accommodation **three weeks** in advance by completing a cancellation form with the Accommodations Coordinator. Cancellations made less than 3 weeks in advance may be subject to penalty fees comprising part or the entire unused accommodations amount.

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4. Where a person has contracted for a period of homestay, and they wish to extend, they should give at least four weeks notice. All extensions are on a “space available” basis. You may be required to change families or find another type of accommodation.
5. Where a person has contracted an airport arrival transfer and cancels the transfer upon arrival at the airport or at the designated pick-up area, no money will be refunded for the unused transfer. The student may be eligible for a refund if the student contacts the Global Village Hawaii emergency phone and receives verbal confirmation of the transfer cancellation.
6. No refund will be given to the students for cancellation of departure transfer service after their arrival.
7. Where a person has contracted for a period of homestay and is away for the weekend or misses a meal because of prior plans, there will be no refund for the homestay fee.
8. There are no partial week refunds.
9. It is understood that students who register through travel agents have signed contracts with these agents that may include cancellation penalties, no-refund policies, or home-country-refunds-only conditions. In all cases regarding agent-sent students, GV Hawaii will confirm the conditions of agent-student contracts with travel agents before issuing any refunds.

I have read the above-stated terms and conditions and the refund policy and agree to abide by them as a condition of my participation in the homestay program.

Signature of Student:

Student Name (please print):

Date:

Signature of Parent (if student is a minor):

Homestay Family Terms and Conditions Agreement

1. The Host Family will respect the Student’s habits and traditions and provide a room and board as directed by Global Village Hawaii (GV Hawaii). This includes three healthy, adequate meals per day for the students on Full board meal plan. Breakfasts should range from toast, or cereal or eggs weekdays to bacon and eggs, pancakes on weekends. Lunch may be sandwiches, juice and fruit or simple meals to be heated on school days and a hot meal on holidays and weekends. Breakfast & Lunch do not have to be “sit down” meals with the Host Family, but there must be adequate food available for the student to prepare their own meal. It is required when possible to have a “sit down” dinner with the student and Host Family. Dinner selections may vary with each Host Family, but should be healthy and adequate throughout the week. An evening meal must be prepared and left if you are not home or if the student comes home from school late.
2. Students on Self-Catering meal plans who do not receive meals must have access to the kitchen including the refrigerator to cook and store their own meals.
3. The Host Family agrees not to accept direct payments from the student for homestay, or any related activity, even if the student no longer takes courses at GV Hawaii.
4. The Host Family will provide basic furniture, which includes a bed, closet and desk or study table, chair and good lighting in the student’s room. If there is no desk in the student’s room, a private and appropriate work/study area will be available in the home. The room will not be shared without the consent of the student and GV Hawaii.

5. The room that the Host Family has designated to GV Hawaii for the student will be the room provided for the student's private use for the duration of the homestay period. If a change is necessary, GV Hawaii will be notified.
6. The Host Family will respect the student's privacy, and will not go into the student's room without permission, unless it is absolutely necessary.
7. The Host Family will provide each student with a key to the house.
8. Students will be allowed a minimum of one bath or shower daily (10 minute minimum) and laundry (at family's expense if no laundry machine in the home) once a week.
9. The Host Family will need to teach and show the bus route to GV Hawaii for new students.
10. The Host Family must speak English when the student is present and communicate as much as possible.
11. The Host Family will not require the student to provide a damage deposit or a telephone deposit. GV Hawaii is not responsible for long distance phone calls made by the student or for any other expenses incurred while the student stays with the Host Family.
12. The Host Family will be required to provide wireless internet to the students. The Host Family will not require students to pay for the use of wireless internet.
13. The Host Family will be required to perform a background check as instructed by Global Village Hawaii at their own expense .
14. The Host Family will maintain comprehensive liability insurance on the property for the duration of this contract and will provide GV Hawaii with proof of such insurance upon request. Working smoke detectors are required on each floor of the home. GV Hawaii does not assume any responsibilities for injuries or fatalities to Host Family members and/or their guests or for damage to property and possessions caused directly or indirectly by the student.
15. The Host Family will contact the Accommodations Coordinator immediately if difficulties arise and work with the Coordinator towards resolving any issues which may arise.
16. The Host Family will not require or request the student to baby-sit. The Host Family will not require the student to do housework apart from keeping his/her own room and bathroom clean.
17. The Host Family must keep the common areas and kitchen clean. Linen and towels must be changed on a regular basis.
18. The Host Family will treat the student with respect and tolerance and will not deal with the student in an aggressive or abusive manner.
19. The Host Family will spend time and introduce the student to local places of interest in Hawaii during their stay.
20. The Host Family is expected to provide a welcoming and secure environment. If it is discovered that there are problems in the home, such as alcohol abuse, the student will be removed. If improper physical advances toward a student occur, the student will be removed from the home and legal action taken if warranted. GV Hawaii has the right to move a student without the usual advance notice if the situation is unsatisfactory. If you do not meet the requirements or criteria of the Homestay Program or breach any of the terms and conditions contained in this Agreement, GV Hawaii will have the right to immediately terminate the participation of the Host Family in the program.
21. GV Hawaii will try to find the most appropriate student placement, but cannot guarantee that all of your requirements will be met. GV Hawaii does not guarantee that you will be provided with a student each month.

- 22. Ideally, there should not be more than one student who speaks the same language.
- 23. The Host Family will not host more than three international students in the home at the same time unless specifically requested to do by GV Hawaii.
- 24. The Host Family will need to inform GV Hawaii of any changes to the information on their application form. If the information in the Homestay application form is incorrect, GV Hawaii will have the right to remove the student and/or terminate this Agreement.
- 25. The Host Family agrees to meet the students at the airport on arrival if the students request the Airport Transfer Service on arrival. If you are unable to provide the Airport Transfer Service, the Accommodations Coordinator must be notified in advance of such arrival and must make alternative arrangements for pick-up. In such an instance, the Host Family will not be paid the pick-up fee.
- 26. The Host Family will not require the student to pay them directly for airport transfer. All payments from the student are to be done through GV Hawaii. The Host Family will be paid accordingly by GV Hawaii.
- 27. In the event that the Host Family is away from home during the student’s stay, the Host Family will ensure that they will limit their absence to no more than 3 consecutive days. The Host Family must also agree to make arrangements for someone to perform the host obligations under this Agreement during their absence, and the Accommodations Coordinator to be notified of such absences.
- 28. This Agreement may be terminated by GV Hawaii without prior notice.
- 29. The Host Family understands and agrees that Homestay payment will be issued on the second Monday of each study block, unless the second Monday is a school holiday, wherein the Homestay payment will be issued on the following working day. (The schedule is provided in Homestay Handbook). No deposit will be required of the student.
- 30. The Host Family will refund the balance of the remuneration to GV Hawaii immediately if this Agreement is terminated by GV Hawaii or if the student was moved due a breach of this agreement by the Host Family or the student.
- 31. The Host Family agrees that they will release and hold GV Hawaii harmless for any damages suffered or claimed as a result of entering into this Agreement and without limiting the generality of the foregoing, for any action or behavior of the student during his/her stay. Students are bound by the same laws and statutes as local citizens. GV Hawaii and their agents are in no way to be considered as having a legal guardian status or in any other manner responsible for the behavior or actions of the student.
- 32. W-9 form is required on file before any Host Family can begin hosting. Host Families are considered independent contractors and GV Hawaii does not withhold any taxes. The person/company listed on the W-9 form will receive a 1099-MISC at the end of the calendar year.
- 33. Requests to reissue checks due to lost, expiration of check, etc. will be charged \$35 stop payment fee on the original check in order to reissue another check.
- 34. Photos of your home and Host Family members may be used by Global Village Hawaii for marketing and other purposes.

I have read the above-stated terms and conditions and agree to abide by them as a condition of my participation in the program.

Name	Signature of Host Family	Date
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ACTIVITIES AND EVENTS

Cultural & Recreational Activities and Events

Global Village Hawaii believes that student participation in a variety of recreational and cultural activities is central to a positive experience at the school. For each session, the Activities Coordinator organizes cultural and recreational pursuits, which are fun, entertaining and reflect the characteristics of Hawaii.

General

Various cultural and recreational activities are organized on a frequent basis with the participation of school staff. The number of participants may be limited in some activities and students should sign up early. Students are responsible for any related fees. Prices vary from free to US\$ 150.00, except weekend trips. See up-to-date calendars at www.gvenglish.com.

REFUND POLICIES

- 1) In this policy, the word “program” refers to the full cycle of studies to which the student registered. Extensions of studies will be treated separately.
- 2) To be considered for a refund, a student or agent must submit a completed Cancellation Form or notify the school in writing of the cancellation by some other means.
- 3) For any study program changes resulting in a decrease in the number of English lessons per week (e.g. 20 lessons/week to 16 lessons/week) after enrollment has begun, there will be an one-time study program change fee of \$110.
- 4) For the Teen Activity Program and other specialized Activity Programs [e.g. Study tours, English Plus, etc.], there are no refunds for homestays, activities, airport transfers, or excursions, but only for tuition that is offered as per the normal Cancellation/Withdrawal policy [see below].
- 5) There are no refunds or make-up classes for classes missed due to holidays, graduation, orientation, natural disasters and/or other situations beyond the school’s control.
- 6) If Global Village Hawaii cancels a program that a student registered for, and proficiently placed into, Global Village Hawaii will refund all monies paid by the student. If you came through an agency, Global Village Hawaii will check with your agency and let you know of any other fees that they may assess.
- 7) If a student is dismissed from school for violating school policies, Global Village Hawaii may retain all of the charges for the student’s study program.
- 8) It is understood that students who register through travel agents have signed contracts with these agents that may include cancellation penalties, no-refund policies, or home country refunds only conditions. In all cases regarding agent sent students, Global Village Hawaii will confirm the conditions of agent student contracts with travel agents before issuing any refunds.
- 9) Textbook fees will not be refunded once the books have been issued to the student. If a student has the same edition of textbook(s) from previous studies, the student may request a refund for the new textbook(s). The request must be made within the first week of studies. No refunds will be given beyond this period.
- 10) Refunds are issued within 45 days after the date of receipt of the written notice of cancellation (which is the date of determination). Refund amounts for cancellations after the start of the student's program will be calculated based on the last day of attendance, as per section 12 below. If the student came through an agency, the agency may have other restrictions or fees. Global Village Hawaii will contact the student’s agency and let the student know of any other conditions.
- 11) Cancellation/Withdrawal of Enrollment before the student’s start program date or never attended class (no show):
 - 11.a Global Village Hawaii will refund all monies paid less the non-refundable fees: registration fee, accommodation placement fees, any actual housing costs incurred (including deposits) by Global Village Hawaii, express mail fees, and SEVIS related fees. However, if a student cancels within 72 hours of submitting the registration, Global Village Hawaii will refund ALL monies paid less non-refundable accommodation deposits, express mail fees and SEVIS related fees, if applicable. An amount not to exceed \$500 in identified non-refundable charges, may be charged in the event of a student’s cancellation.

11.b Students Denied Visa/Entry: A student denied a student visa or entry into the United States will be given a full refund of all monies paid less nonrefundable accommodation deposits, any actual housing costs incurred by Global Village Hawaii, express mail fees and SEVIS related fees, if applicable. An amount not to exceed \$500 in identified non-refundable charges, may be charged.

12) Cancellation/ Withdrawal of Enrollment after the student's start program date:

For all cancellations, students must notify Global Village Hawaii by completing a Cancellation Form or notifying the school in writing of the cancellation by some other means. If a student does not notify the school that he/she is withdrawing, Global Village Hawaii will check attendance records and if the student has been absent for more than 10 consecutive class sessions, the student will be dismissed from school and the student's I-20 Form will be terminated. Global Village Hawaii will calculate the student's refund (if applicable) based on the last day of attendance. Any money to be refunded will be mailed to the students' home address or to their travel agent.

The following calculation is made for tuition and specialized programs:

12.a No refunds will be given for the first 4 weeks of the student's study program.

12.b Students who cancel/withdraw after the first 4 weeks but before or at the midpoint of the student's study program, Global Village Hawaii may retain a prorated amount of tuition. For students who withdraw after the mid-point, Global Village Hawaii may retain all of the charges for the student's study program.

12.c Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, Global Village Hawaii defines a partial week as if a whole week were completed, provided the student was present at least one day during the scheduled week.

12.d Students who cancel/withdraw after completing the initial study program, but before or at the midpoint of any subsequent study program, GV Hawaii may retain a prorated amount of tuition up to the midpoint. For students who cancel/withdraw after the midpoint of any subsequent study program, GV Hawaii may retain all of the tuition for that study program.

12.e Refunds due students may not be applied toward future tuition fees.

12.f Students who cancel/withdraw before the first 4 weeks or after the midpoint of the student's study program due to a death of an immediate family member (spouse, parent, grandparent, child, brother, sister, mother-in-law, father-in-law, or legal guardian), Global Village Hawaii will refund 50% of the student's unused tuition upon receiving official documentation of the immediate family member's death.

Accommodation Refund Policies

13) Homestay:

Cancellation/Withdrawal before beginning of homestay:

13.a If written cancellation/change notice is given less than 8 weeks before the beginning of homestay, all money will be refunded except for the non-refundable Accommodation Placement Fee.

Cancellation/Withdrawal after beginning of homestay:

13.b The student should inform the Global Village Hawaii Accommodations Office in writing three weeks before the end of the homestay period if he/she decides to terminate the agreed homestay period. For cancellations made less than three weeks in advance, Global Village Hawaii may retain up to a maximum of 3 weeks of the homestay fee as a non-refundable fee.

13.c If the host family has failed to meet homestay conditions, then the Accommodations Coordinator must be notified and given a chance to mediate and/or correct the problem(s). Only after the Accommodations Coordinator's intervention, and if the problem(s) persist, the student will be moved to another homestay and there will be no refund given for the period of homestay already used. Only if no replacement homestay can be found will an accommodation refund be issued.

14) GVH Residences:

There are no refunds for the Kaimuki and Kapiolani residence rent, check-out fees, security deposits, Accommodation Placement Fee, and other related fees once the room is confirmed for the student.

15) Apartments/Dormitories:

There are no refunds for apartment and dormitory security deposits if the student cancels their accommodation bookings before arrival.

15.a If written cancellation notice is given 30 days or more before the beginning of apartment check-in, all money will be refunded except for a \$35 apartment cancellation fee and the Accommodation Placement Fee.

15.b If written cancellation notice is given less than 30 days before the beginning of apartment check-in,

Global Village Hawaii may retain any rent, apartment deposits, Accommodation Placement Fee and a \$35 apartment cancellation fee.

16) Airport Transfers:

Cancellation/Change before the date of the transfer:

16.a If written cancellation/change notice is given 3 weeks or more before the date of the arrival or departure transfer, the transfer fee will be refunded.

16.b If written cancellation/change notice is given less than 3 weeks before the date of the arrival or departure transfer, there will be no refund given for the transfer fee.

Transfer Policy

17) Transferring to GV Hawaii: A bonafide non-immigrant student enrolled as a full-time F-1 student may transfer to GV Hawaii. All GV Hawaii admissions procedures must be completed. In addition, transfer applicants must:

17.a Notify current school of intent to transfer.

17.b Have current school complete Global Village Hawaii's "International Student Transfer" form.

17.c Submit a copy of current I-20 form (full-time students), passport, and all applicable Global Village Hawaii's admission documents.

18) Transferring to Another School: Please talk to the Student Services Manager to complete the appropriate forms. The student may also need to have GV Hawaii complete forms from the new school (talk to the new school to see if any applicable forms are needed).

VISA INFORMATION

B-2 Tourist Visa

Students visiting the US may study part-time (less than 18 hours per week) on a B-2 tourist visa. Students may apply at the US Embassy or Consulate and medical examinations may be required in some countries to obtain a B-2 visa.

Visa Waiver

Students from certain countries may study part-time (less than 18 hours per week) on the visa waiver program. Students are required to obtain an electronic travel authorization through ESTA prior to traveling to the U.S. Students should apply through ESTA at least 72 hours prior to travel. Students receive a visa waiver stamp from the US Immigration Service at the US Port of Entry for a length of stay of not more than 90 days. Visa waivers cannot be extended. Part-time students on a visa waiver must end their English study and leave the US when the visa waiver period finishes.

F-1 Student Visa

Students who intend to study full-time (18 or more hours/week) must obtain an F-1 student visa. To issue an I-20 form, US Immigration requires that the student provide a copy of a bank statement, birth date, home address and country of birth & citizenship to the school. Students are encouraged to provide information that demonstrates strong ties to their home countries (financial, professional, community).

Students and parents are recommended to write letters to the US Embassy or Consulate that clearly explain the purpose for English study and how English study fits into the student's larger life plans and career goals. Letters of support from prospective or actual employers or university or college administrators that can verify future employment are considered very helpful to obtain F-1 student visas. Please contact us for more information.

Students should choose a starting date that allows enough time to safely apply for the F-1 student visa. When a student's F-1 visa expires, he/she may legally continue to study provided that he/she is still enrolled in a full-time course at GV Hawaii, has a current I-20 form, and has maintained their full-time status.

Medical examinations may be required by the US Embassy or Consulate in some countries. For further information please check out the US Travel Visa and Embassy website. For further information please contact the US Travel Visa and Embassy website at:

http://travel.state.gov/visa_services.html

OR

<http://travel.state.gov> [and then choose Visa Services.]

Medical Insurance

Global Village Hawaii strongly encourages all international students 18 years or older to have a health insurance policy at the time of enrollment. Proof of a health insurance policy for students under 18 years old is required prior to enrollment and a copy of the policy is kept in the student file. Students with student visas (F-1) should have sufficient health insurance coverage as costly medical care expenses can jeopardize a student's financial status, which in turn will affect the student's ability to maintain full-time student status in good standing defined by Department of Homeland Security regulations. A student may also buy insurance for any family members (husband, wife, or a child) who are in the United States. Global Village Hawaii will provide an array of medical insurance providers for international students upon request. It is recommended to have minimum of \$250,000 for health insurance coverage.

A list of approved health insurance providers can be found on the NAFSA: Association of International Advisers' website: <http://www.nafsa.org/resourcelibrary/default.aspx?id=8823&terms=health+AND+insurance+AND+companies>

REGISTRATION AND PAYMENT

Registration is on a first come, first served basis. A completed registration form should be received at least four weeks prior to the start date of the program though if applying for a student visa, registration forms should be received at least 12 weeks prior to start date of the program. However, seat availability is not guaranteed especially during busy seasons.

An invoice will be issued upon receiving the completed registration form if seats are available. A deposit or full payment is normally required to issue a letter of acceptance. Full payment is required before the first day of classes. Please contact us directly for more information.

Payments may be made with credit card (Visa, MasterCard, JCB, AMEX, Discover card, BC card – Korean credit card), wire transfer, world money order or bank draft in the appropriate currencies.

Registrations for Global Village Hawaii should be sent directly to:

Eric Lum, Assistant Director
Global Village Hawaii
1440 Kapiolani Blvd., Suite 1100
Honolulu, Hawaii USA 96814
Tel: (808) 943-6800
Fax: (808) 943-6400
Email: hawaii@gvenglish.com

Bank Information

For payments to Global Village Hawaii:

Please make payment to: Global Village Hawaii
For Wire Transfers: US\$ ACCOUNT # 8101317461
Routing/ABA #: 321370765 by Fedwire
American Savings Bank, PO Box 2300, Honolulu, HI 96804-2300

For further wire transfer directions, see bottom of page at: <https://www.asbhawaii.com/global/other-services/international-wire-transfers>

Letter of Acceptance

The original letter of acceptance will be emailed and can also be mailed upon request. The school is not responsible for any extra charges for any courier fees for express mail. It is strongly advised that students who are applying for a student visa prepay all tuition fees as proof of payment, which may facilitate visa approval.

Students under the age of 18 years must have the application co-signed by his/her parent or legal guardian. Underage students will be required to submit underage agreements signed by their parents.

Global Village Hawaii Proficiency and Advancement Guide

Proficient User	C2 6 STUDY BLOCKS	8	Level C2 is characterized by a degree of precision, appropriateness, and ease with the language; it typifies the speech of those who have been highly successful learners. At this level, a speaker can convey finer shades of meaning precisely by using, with reasonable accuracy, a wide range of modification devices; has a good command of idiomatic expressions and colloquialisms with awareness of connotative level of meaning; backtrack and restructure around a difficulty so smoothly the interlocutor is hardly aware of it.
	C1 6 STUDY BLOCKS	7	Level C1 is characterized by a broad range of language, which allows fluent, spontaneous communication, as illustrated by the following examples: Can express him/herself fluently and spontaneously, almost effortlessly. Has a good command of a broad lexical repertoire allowing gaps to be readily overcome with circumlocutions. There is little obvious searching for expressions or avoidance strategies; only a conceptually difficult subject can hinder a natural, smooth flow of language. The discourse skills appearing at B2+ are more evident at C1, with an emphasis on more fluency, for example: select a suitable phrase from a fluent repertoire of discourse functions to preface his remarks in order to get the floor, or to gain time and keep it whilst thinking; produce clear, smoothly flowing, well-structured speech, showing controlled use of organizational patterns, connectors and cohesive devices.
Independent User	B2+ 6 STUDY BLOCKS	6	B2+ represents a strong B2 performance. The focus on argument, effective social discourse and on language awareness which appears at B2 continues. However, the focus on argument and social discourse can also be interpreted as a new focus on discourse skills. This new degree of discourse competence shows itself in conversational management (co-operating strategies): give feedback on and follow up statements and inferences by other speakers and so help the development of the discussion; relate own contribution skillfully to those of other speakers. It is also apparent in relation to coherence/cohesion: use a variety of linking words efficiently to mark clearly the relationships between ideas; develop an argument systematically with appropriate highlighting of significant points, and relevant supporting detail.
	B2 5 STUDY BLOCKS	5	Level B2 represents a break with the content so far. Firstly there is a focus on effective argument: account for and sustain his opinions in discussion by providing relevant explanations, arguments and comments; explain a viewpoint on a topical issue giving the advantages and disadvantages of various options; develop an argument giving reasons in support of or against a particular point of view; take an active part in informal discussion in familiar contexts, commenting, putting point of view clearly, evaluating alternative proposals and making and responding to hypotheses. Secondly, at this level one can hold your own in social discourse: e.g. understand in detail what is said to him/her in the standard spoken language even in a noisy environment; initiate discourse, take his/her turn when appropriate and end conversation when he/she needs to, though he/she may not always do this elegantly; interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without imposing strain on either party. Finally, there is a new degree of language awareness: correct mistakes if they have led to misunderstandings; make a note of "favorite mistakes" and consciously monitor speech for it/them; generally correct slips and errors if he/she becomes conscious of them.
	B1+ 4 STUDY BLOCKS	4	B1+ is a strong B1 performance. The same two main features at B1 continue to be present, with the addition of a number of descriptors which focus on the exchange of quantities of information, for example: provide concrete information required in an interview/consultation (e.g. describe symptoms to a doctor) but does so with limited precision; explain why something is a problem; summarize and give his or her opinion about a short story, article, talk, discussion interview, or documentary and answer further questions of detail; carry out a prepared interview, checking and confirming information, though he/she may occasionally have to ask for repetition if the other person's response is rapid or extended; describe how to do something, giving detailed instructions; exchange accumulated factual information on familiar routine and non-routine matters within his field with some confidence.
	B1 3 STUDY BLOCKS	3	Level B1 reflects the Threshold Level specification and is perhaps most categorized by two features. The first feature is the ability to maintain interaction and get across what you want to, for example: generally follow the main points of extended discussion around him/her, provided speech is clearly articulated in standard dialect; express the main point he/she wants to make comprehensibly; keep going comprehensibly, even though pausing for grammatical and lexical planning and repair is very evident, especially in longer stretches of free production. The second feature is the ability to cope flexibly with problems in everyday life, for example cope with less routine situations on public transport; deal with most situations likely to arise when making travel arrangements through an agent or when actually travelling; enter unprepared into conversations on familiar topics.
Basic User	A2 3 STUDY BLOCKS	2	Level A2 has the majority of descriptors stating social functions like use simple everyday polite forms of greeting and address; greet people, ask how they are and react to news; handle very short social exchanges; ask and answer questions about what they do at work and in free time; make and respond to invitations; discuss what to do, where to go and make arrangements to meet; make and accept offers. Here too are to be found descriptors on getting out and about: make simple transactions in shops, post offices or banks; get simple information about travel; use public transport: buses, trains, and taxis, ask for basic information, ask and give directions, and buy tickets; ask for and provide everyday goods and services.
	A1 *3 STUDY BLOCKS	1	Level A1 is the lowest level of generative language use – the point at which the learner can interact in a simple way, ask and answer simple questions about themselves, where they live, people they know, and things they have, initiate and respond to simple statements in areas of immediate need or on very familiar topics, rather than relying purely on a very finite rehearsed, lexically organized repertoire of situation-specific phrases.

**This scale has been adapted from the Common European Framework for Reference to Languages (CEFR) developed by The Council of Europe and published by the Association of Language Testers of Europe (ALTE) in 2002 (ALTE adopts Common European Framework levels. ALTE News, Spring 2002, 1.) Number of terms to complete each level is approximate and based on the ALTE suggested approximate teaching hours for each CEFR level and Global Village Hawaii term hours and student past practice in proficiency exams. [Revised 6/2/11]*

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APPENDIX

Global Village Hawaii *PRE-TEST

TO BE COMPLETED BY STUDENT

Name:

Date:

Contact Email:

Course:

Country:

Study Dates:

*For Cambridge students, please contact the school for the Cambridge Pre-Test or go to our website at:

www.gvenglish.com

To be completed by the school: Estimated Level Marked by:

NOTE: A Placement Test will be required upon arrival at Global Village Hawaii.

DIRECTIONS:

- Please follow the directions for each section of the test.
- Do NOT use any dictionaries or textbooks.
- If completed using a word processor, please disable or disregard the spell check function.

SECTION 1

Answer the questions. Use complete sentences.

1. Where are you from?

2. What do you like to do in your free time?

3. Who is your favorite actor?

4. What time do you usually go to bed?

5. How often do you go out to eat?

6. What are you doing now?

7. What did you eat for lunch yesterday?

8. What were you doing at 10:00 last night?

9. How long have you studied English?

10. Have you ever been to Africa?

11. What are you going to do next year?

12. By the time you were sixteen, how long had you studied English?

SECTION 2

Fill in the blanks with the correct verb forms.

A. Right now Tom _____ (play) soccer in the park.

He _____ (play) soccer every Saturday morning. Last weekend he _____ (play) against a team from Brazil. He _____ (be) very excited to play against an international team. Tom says, "In the future, I _____ (play) in the Olympic Games. That is my dream."

B. Tom _____ (never, be) to the Olympics before. However, he _____ (read) a lot about the history of the Games. For a long time he _____ (have) dreams about competing as a champion athlete. Tom _____ (believe) that it would be an honor to compete for his country. All of his friends _____ (wish) him luck in fulfilling his dream.

SECTION 3

Complete the sentences.

1. If it rains tomorrow _____
2. Maria can't stand _____
3. Living in another country _____
4. Joe made his sister _____
5. To learn a second language _____
6. I was given _____
7. The woman who _____
8. You should _____
9. By the time he graduates, Joe _____
10. If I won a million dollars _____
11. Karen, your boyfriend called and asked _____
12. Jerry didn't eat lunch today as usual, so he must _____

SECTION 4

Read the passage and answer the questions.

Some societies have nuclear families in which the mother, father and their children live together in the same house. Other societies have extended families. In this kind of family, the nuclear family lives together with grandparents, uncles and other relatives. In North American society, the nuclear family has been the traditional form of the family.

Today, however, it is more of an ideal than a reality. Although there has always been variety in the "traditional" North American family, there seems to be even more diversity today.

According to the most recent government reports, only about one third of all North American families are traditional with two parents and their children, and another third are married couples with no children or no children still living at home. The final third are single people, mostly women over sixty-five years old. There are also unmarried couples living together and single parents,

There are a number of reasons why the Western family is changing. One reason is that the size of the family is getting smaller. Now more women are working, and they delay having children. Having fewer children allows a family to give more to a few children, so they will have better lives. A smaller family can also move more easily to places where they can make more money. Moreover, there are more babies born to unmarried women as well as more divorces. Some young couples don't see their parents very often, and they don't invite their parents to live with them when the parents grow old. In fact, many of the parents don't want to live with their grown children. Finally, many North Americans have close friends who are like family. These friends play an important role in family life.

1. What is a nuclear family?
 - a. a small family
 - b. mother, father and their children
 - c. many relatives living together in the same house

2. How many North American families have a traditional form?
 - a. almost all
 - b. two-thirds
 - c. one-third

3. One-third of North American families consist of families with no children still living at home. Why do you think these children aren't living at home?

4. Why do you think many women delaying having children?

5. Why do you think many parents don't want to live with their grown children when they become old?

SECTION 5

Write a paragraph about the reasons why you chose to study English abroad.

Please make sure you have completed the information section at the top of this pre-test before sending it to us. Make sure you have mentioned your name, your email address, the school and course you are interested in.

Thank you and Aloha,
Global Village Hawaii