SECTION ONE: SCHOOL DETAILS

1. Where is LSI Berkeley and what are the school’s contact details?

<table>
<thead>
<tr>
<th>School Name</th>
<th>LSI Berkeley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td>2015 Center St. Berkeley, CA 94704</td>
</tr>
<tr>
<td>Telephone</td>
<td>(510) 841-4695</td>
</tr>
<tr>
<td>Fax</td>
<td>(510) 841-3015</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ber@lsi.edu">ber@lsi.edu</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.lsi.edu/en/berkeley.html">www.lsi.edu/en/berkeley.html</a></td>
</tr>
</tbody>
</table>

LSI Berkeley is in the heart of downtown Berkeley, 1 block from the BART Station, and along the 7, 9, 43, and F bus lines.

2. What is the building/area like?
The school occupies a two-story building with indoor and outdoor common areas and a large, glass-covered atrium. We are located just a short walk from the University of California, restaurants, theatre, shopping and transportation.

3. When are the school holidays?
We are also closed on holiday dates. Please check our current for dates on the LSI San Diego Center page at www.lsi.edu/en/sandiego.html.

SECTION TWO: TEACHERS

1. How many teachers do you have?
We have between 6 and 10 regular teachers and 3 or 4 additional part-time teachers.

2. What are your teacher qualifications?
All our teachers are qualified, experienced English speakers with native proficiency.

SECTION THREE: STUDENTS

1. Where do your students come from?
Nationalities and percentages vary widely during the year, but from May-August our top nationalities included Brazilian, Korean, French, Japanese, Turkish, Swedish, Italian, German, Spanish and Saudi.

2. How many students do you have during high and low seasons?
We have up to 175 students during the high season (summer months) and about 65-80 students during the low season (winter months).

3. What is the minimum and average age of your students?
The minimum age is 16 years old. The average age of our students is between 21-26. If a student is interested in studying and is under the age of 16 we also have a Young Learners Program (14-17 years old) from the first week in January to the first week in February, as well as the last week in June to the first week in August.

SECTION FOUR: FACILITIES
1. What facilities are available to students?
We have one computer lab, wireless internet connection (students can connect their own laptops), one resource center, a kitchen, and a glass-covered atrium with dining tables, also used for parties and socializing. We have designated an additional game room equipped with a ping pong table for students.

2. Do you have free computers/internet/Wi-Fi internet access?
Yes, we have 10 computers connected to broadband as well as high-speed wireless internet access which is available free to all our students.

3. How many classrooms are there?
There are ten classrooms; more rooms are available during the summer.

4. Do you have a cafeteria?
No, but we are very close to many affordable cafes, restaurants, sandwich shops and markets, or you may also bring lunch and eat it in our atrium. You can also use the refrigerator and microwave in the kitchen.

5. Do you have a separate Executive/Business Centre?
No, we use separate rooms for Executive and Business courses at our facility.

SECTION FIVE: COURSES
1. What courses do you offer?

<table>
<thead>
<tr>
<th>Course name</th>
<th>Course type</th>
<th>Number of lessons per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard 20</td>
<td>General English</td>
<td>20</td>
</tr>
<tr>
<td>Intensive 30</td>
<td>General English</td>
<td>30</td>
</tr>
<tr>
<td>Intensive 30 with TOEFL</td>
<td>General/preparation TOEFL (PM)</td>
<td>30</td>
</tr>
<tr>
<td>Intensive 30 with Business English</td>
<td>General/Business English</td>
<td>30</td>
</tr>
<tr>
<td>Plus Courses (additional 5 or 10 lessons a week)</td>
<td>General English/One-to-One</td>
<td>5 or 10</td>
</tr>
<tr>
<td>Mini Group</td>
<td>Business English</td>
<td>20 or 30</td>
</tr>
<tr>
<td>International School Year</td>
<td>Academic English</td>
<td>20 or 30</td>
</tr>
</tbody>
</table>
We also offer students the opportunity to spread a long-term course over 2 or more of our centers worldwide! Ask about our Multi-Center Courses for more information. For more information and course descriptions please visit our website: www.lsi.edu and www.lsi.edu-america.com Or email us at: ber-info@lsi.edu

2. Do you offer work experience?
We are no longer offering any work experience in the US.

3. What is the length of each lesson?
All lessons are 50 minutes.

4. What is a typical class time table like?

<table>
<thead>
<tr>
<th>Hours</th>
<th>Standard 20</th>
<th>Intensive 30 with Conversation, Business English, TOEFL or CAE/FCE preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:10am – 10:50am</td>
<td>Lessons 1 &amp; 2</td>
<td>Lessons 1 &amp; 2</td>
</tr>
<tr>
<td>10:50am – 11:10am</td>
<td>BREAK</td>
<td>BREAK</td>
</tr>
<tr>
<td>11:10am – 12:50pm</td>
<td>Lessons 3 &amp; 4</td>
<td>Lessons 3 &amp; 4</td>
</tr>
<tr>
<td>12:50pm – 1:50pm</td>
<td>FINISH</td>
<td>LUNCH</td>
</tr>
<tr>
<td>1:50pm – 4:00pm</td>
<td></td>
<td>Lessons 5 &amp; 6</td>
</tr>
</tbody>
</table>

6. What is the maximum/average class size?
The maximum class size is 15. Our average class size is 8.

7. What levels are offered and how fast does a student progress from level to level?
There are 5 levels: Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate and Advanced. Students usually advance levels after 8-12 weeks of study depending on the level and depending on the student.

8. When are the start dates?
Start dates for General English courses are every Monday (excluding holidays) and courses for true beginner levels, on the 1st start date of each month. Start dates for other courses can be found at www.lsi.edu.

9. Are textbooks included in the fees?
Books and materials for class use are provided free of charge; students use class sets in the classroom and receive handouts to supplement the lessons. Books are not given out for students to keep as a variety of different texts are used. Students who would like to own any particular book may receive help in purchasing it through the LSI office.

10. Do you receive a free certificate once the course has ended?
Yes, as long as you have attended at least 80% of the course and score better than 70% on all tests.
11. Can I switch my course type/length once I have started it, or decide to add an additional course?

Course changes are generally not permitted after the course has started (e.g. changing from 30 lessons per week to 20 lessons per week, or shortening courses is not permitted). However, students may add extra lessons e.g. afternoon or individual lessons, and students can add additional weeks of their course. The student can make arrangements to do so through the LSI Registrar or with their booking agent. Bookings should be made as early as possible. Students can also extend their accommodation; however, this is subject to availability. If they extend late, it may happen that the host family may be booked up with other students.

SECTION SIX: ORIENTATION

1. What time should I arrive on my first day and what should I bring?

Please arrive promptly at 8:45am.

Schedule on the first day is as follows:

- 9:00 Start Documents
- 9:15-10:50 Placement Test
- 10:50-11:10 Break
- 11:10 Orientation
- 12:00 Finish/Lunch

We will provide you with books and other learning materials so you will just need to bring writing supplies and 1 passport photograph. After an induction, you will have a placement test and will generally join classes from 1:50pm on your first day.

SECTION SEVEN: ACCOMMODATION

1. What types of accommodation do you offer?

LSI Berkeley offers accommodation year-round in student group housing, host families, and residence hotels. Our carefully selected host families offer friendly, comfortable surroundings. Students must choose a single room if they book individually. When 2 students book together for the same dates, they may choose a twin room to share together if they wish, and this depends upon availability.

As an alternative to staying in a host family, we also offer residential accommodation. Here, students can stay in a residence with other international students. Please contact us for more information and prices.

Students who stay in student group housing such as Tau House, can stay with Americans as well as other international students in double or triple rooms with hall bathrooms and receive 18 meals per week. Students who live in Tau House are regular University of California students or foreign students from local accredited programs. Advance deposit is required and is not refundable if not cancelled before a specific deadline.

Other student residence accommodation is also available at the downtown Berkeley YMCA, Hillside Prospect Residence Hall, Hillside Durant House and The Borneo House. Most residences require advance deposits to hold the space and space is always
based on availability at the time. These accommodations are available year-round.

In host family accommodation, students may choose Bed & Breakfast or Half Board (breakfast and dinner included). Hosts provide a single room with linens plus the meals booked. There is a summer supplement in the busy summer months.

2. How far will my homestay be from the school?
This depends. We have families within walking distance or very short commute of the school. Most of our families are in the suburbs, however, which may take an average of 30-45 minutes or more by public transportation. This is a normal commute time in Berkeley.

3. Are the homestays inspected by the school?
Yes, our Accommodation Coordinator inspects all homestays!

4. When do I arrive at my homestay and when do I leave?
Students may stay with their host families from Sat-Sat or Sun-Sun. For example, they can arrive on the Saturday before the course starts and leave on the Saturday after the course finishes. Additional nights, if available, are based on a nightly fee.

5. What do the families provide?
A private room, bed linens and towels are provided by the family. Many host families have laundry facilities, and there are also Laundromats readily available.

6. When do I have to pay for the accommodation fees?
We require payment in advance for the accommodation period for which you have booked. For example, if a student books a 4-month course and 4 months of accommodation, we expect that all of the accommodation fees be paid in advance. If a long-term student only wishes to book four weeks of accommodation, it is possible but not recommended, because he/she may not be able to continue staying in that same family after four weeks, as another student may have been placed in the home by then. Also, in the summer, all accommodations are very limited, and we would strongly suggest booking the full time period in advance. (If students decide that they would like to cancel accommodations, this is possible, with 2 weeks advanced notice, and we are happy to issue a student refund. Refunds for residence cancellations vary. Please see brochure, or inquire for further detail.) We only book students into families for the time that has been paid for in advance. If students stay in a Residence then they must pay in advance for the full accommodation. We do not accept monthly payments for residential accommodation.

7. Do I need to pay for my homestay over Christmas break or if I take a holiday?
Yes, although not every host family accepts students over the Christmas break due to family commitments and travel, so it is best to book this in advance so we can try to find a suitable host family. If students are not using the room for the 2 full weeks (e.g. from Sat-Sat or Sun-Sun), and have also moved their belongings out of the room, then there is no extra fee for these 2 weeks. However, should they wish to keep their room with their belongings in it over these 2 weeks while they are travelling, they will be charged the regular homestay rate. For students staying in residential accommodation, there is no reduction in accommodation fees if you take a holiday. Many student residences are closed over the Christmas holidays.
SECTION EIGHT: SOCIAL ACTIVITIES
1. Are social activities offered during the weekdays and/or weekends?
We provide information on a variety of weekly activities, which vary from week to week. Sample activities include: museums, concerts, dance festivals, world music festivals, baseball games, soccer and other sports events, and seasonal activities for holidays such as Christmas, Easter and Halloween. Additionally, there are party nights/dinners, pub crawls, walks, visits to markets, wine tasting, etc., in the local area.

2. Do I have to pay for social activities?
Some social activities are free such as events that take place at the school, visits to San Francisco’s famous sites, walks, museum visits, etc. For other activities, including weekend visits, there might be a fee.

SECTION NINE: AIRPORT TRANSFER
1. Are airport transfers available?
Yes, at an additional cost, depending on the airport. Please let us know the date, time of arrival, flight number and prefix, airport of departure and airport of arrival; for example, 12th March 2013, 13.00, BA 007 from Tokyo, to SFO Terminal 3. If you are unsure of the terminal number, we can find out for you providing we have all the other specified information.

<table>
<thead>
<tr>
<th>Airport</th>
<th>Cost (One way)</th>
<th>Early (before 8am) or Late (after 10pm) pick up/drop off fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFO</td>
<td>$100</td>
<td>$25</td>
</tr>
<tr>
<td>OAK</td>
<td>$100</td>
<td>$25</td>
</tr>
</tbody>
</table>

2. Who meets me at the airport and where?
After booking the airport transfer, we will send you a letter which explains the airport procedure, including information on how to identify the driver.

SECTION TEN: PAYMENTS/CANCELLATIONS/REFUNDS
1. How do I pay for my LSI course?
Course fees must be paid before your course starts. Payment can be made in cash, by wire transfer or by providing us with your credit card/debit card details. Once payment and the required financial statement are received, we will send you a letter of acceptance and your I-20 immigration documents. If you do send a wire transfer, please quote your agency name (if applicable) and the student name, and fax/email a copy of the wire transfer receipt to us.

We accept payment by credit card (Visa, MasterCard or American Express). Please ask us for a credit card authorization form. If you would like to pay in Euro, please let us know at the time of booking. Our bank details are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Bank of America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
<td>Wells Fargo Bank, N.A., San Francisco, CA</td>
</tr>
</tbody>
</table>
2. Can I receive an invoice?
Yes, we will send you an invoice along with a course confirmation letter upon booking.

3. What are your payment terms and conditions?
If you are an agency, please refer to your agency contract which was provided to you by our Marketing Department. If you are a student, payment terms are listed online at www.lsi.edu/en/terms.shtml.

4. How do I cancel a course and will I get a refund for the course and/or the accommodation?
Course refunds are given according to the U.S. refund policy. Please refer to the back of the enrollment form for these policies. Accommodation refunds are given as long as LSI is provided with two full weeks’ notice (weeks run from Sat-Sat or Sun-Sun). For information on the charges for cancellations and late postponements, please refer to the policy in the Agent’s Manual or the LSI Terms and Conditions, which can be viewed online at www.lsi.edu/en/terms.shtml.

SECTION ELEVEN: PERSONAL

1. Who can I talk to if I have a problem? Can I speak my own language?
If you have a problem, please come speak with our LSI staff. For questions regarding accommodations, you may speak with the Registrar. For academic-related questions, speak with the Assistant Director. The LSI Registrar or your teacher may suggest you speak with the Director of the school. Although our LSI Staff does speak a variety of languages other than English, we may not speak your specific language. If we do speak your language, please try speaking in English first before relying on your mother tongue.

2. Can I get a job while I am studying at LSI?
Students studying at any LSI in the United States are not eligible to work.

3. Can I arrange work experience through LSI?
We are no longer offering any work experience in the US.

4. Can I apply for a student bank account?
Students can open a bank account. They should ask the LSI staff for assistance during their first week.

5. What happens if I get sick?
LSI Berkeley can refer you to a doctor or hospital if you are sick. Please call the school in the morning if you are too ill to attend class.

6. Do you offer insurance?
Medical Insurance may be purchased from LSI upon booking; further information and prices are available on request. We strongly urge that you purchase a health and accident policy before your arrival. The current cost for insurance is $25 dollars per week.

7. Can I take holiday during my course?
Regulations allow for a vacation after having completed the equivalent of an “academic” year in full time status. Students may be eligible for 1-3 weeks of vacation after 5 months of Standard 20 or 4 months of Intensive 30 program.

SECTION TWELVE: APPLICATION AND IMMIGRATION ISSUES

1. Do I need a visa to study at your school?
We recommend that students come with proper visa. For all countries, including Waiver Status countries, such as Western Europe and Japan, it is up to each individual to obtain the documentation necessary to coincide with the purpose of his/her visit to the United States. Often the immigration authorities look at “intent” of the visit. If the main intent and purpose of your visit is to study, a student visa should be considered. If the main intent and purpose of your visit is tourism, then a tourist visa or tourist waiver may be acceptable. Please contact any LSI school in the U.S. if you have further questions and concerns regarding visas.

2. How do I apply?
Complete an LSI USA Enrollment form and send it with a $150.00 non-refundable registration fee. This starts the enrollment process. LSI is fully accredited by ACCET, the Accrediting Council for Continuing Education and Training as well as registered in California with the BPPVE, the Bureau of Private, Post Secondary Education.

3. What is an I-20 and does LSI issue I-20s?
The I-20 is an immigration form which certain accredited schools are given permission to issue by the Department of Homeland Security (DHS) and allows the student to take this form to a U.S. Embassy or Consulate in his/her country and apply for an F-1 student visa. Yes, LSI issues this form.

4. What does a student need to do in order to obtain an I-20?
If you wish to receive an I-20 document LSI must first receive:

- The completed enrollment form, including home address
- A non-refundable registration fee,
- A copy of the passport page with birthdate and nationality information
- Course and accommodation fees and any sundry fees
- Required proof of financial responsibility, *

Upon receipt of the above, we will issue an I-20

* Financial certification consists of a letter stating who will support the student while he/she is in the United States (the student him-/herself, his/her parents, his her company) plus a bank statement showing that sufficient funds are available for both course and housing for the entire period the student will be in the U.S.
The law requires that the school have financial documentation for every student before the I-20 is issued, and this should be sufficient to cover the course, any accommodation, (whether booked through LSI or not) and incidental expenses. LSI needs to keep this documentation in the student file.

In addition to the registration fee, individual applicants need to make full payment for the course plus accommodation, if any is booked, before the I-20 is sent. The I-20 form will be issued for the time period the student pays for. (It can be extended in the United States if the course and accommodation is extended and paid for)

5. How much money does a student need to show on the bank statement?
Enough to cover the course and living expenses for the period of time he/she plans to be in the United States. On the I-20 we estimate this to be the actual cost of the course, application fee, accommodation and incidentals, or approximately $2500.00 for four weeks.

Once the student has applied to the school, paid the fees and submitted the necessary documentation for the I-20, he must then go online and pay a SEVIS fee to the U.S. Government. The student will receive an online receipt which can be printed and must be taken along to the consulate interview. (Allow 3-5 days after payment is made, for this to appear in the SEVIS data base; the I-20 will not be granted if the payment does not appear in the SEVIS system)

SEVIS FEE and VISA APPOINTMENT

Once the I-20 is received, students must pay a $200.00 SEVIS fee to the U.S. government. This can be done by going to the following website and completing the form I-901: www.ice.gov/graphics/sevis/i901. While you will receive a downloadable receipt, you need to wait 3-5 days before visiting the Consulate with your receipt, I-20 and financial documentation, as it takes a few days for the information to be uploaded and available to the consulate. You will not receive your visa approval if this information is not in the system.

NOTE: U.S. Consulate appointment: Once you have paid your SEVIS fee, and are waiting for your I-20 to arrive, make an appointment at a U.S. Consulate. You can check wait times by logging on to the US Department of State website and going to visa wait times at http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php. Enter the name of the city, and you will see the wait times for various types of visas. Make sure you make an appointment for an F-1, student visa. Additionally, student visas usually have a much shorter wait time than tourist visas.

6. What if a student attended another school before and already has an F-1 visa in his passport? Is it valid?
If a student still has a valid F-1 visa issued for an LSI school they wish to again attend, the student then only needs to receive a new I-20 from that LSI school. Should they have a visa from a different school that is still valid, the student will need to receive a new I-20 from the LSI school they wish to study at and contact the local US Consulate or Embassy to get the visa amended and have the correct school name annotated on it.
With tightened restrictions it is always good to check with the Consulate in your country first.

7. How long can a student stay in the United States on a student visa?
A student can only remain in the U.S. as long as he/she maintains full-time status in school. If a student falls below full-time status he/she is subject to deportation. After completion of the program booked, a student can remain in the United States to travel and prepare to return home or transfer to a higher-level program for a maximum of 60 days. If a student plans to continue studying at another institution after completing the course booked at LSI, the student has 60 days to start his/her program. Once application is made to the new school, the student should begin classes on the first available entrance date.

It is important to understand the difference between the following three documents: the I-20 form which the student receives from an accredited school once he has made an application and sent the required documents and payment, the visa document issued by the American Consulate and affixed to the passport, and the I-94 card which is filled out on the airplane before arriving in the U.S. and stamped and affixed to the passport by immigration officials at the first port of entry to the U.S.

A) The I-20 form is issued by a school which has been recognized and approved by the Department of Homeland Security, and is the document the student must take to the American Consulate in order to apply for a student visa (F-1). The student needs to take this document sent by the school to the Consulate along with financial documentation and the SEVIS receipt. The American Consulate will not issue a student visa (F-1) without these documents. The student then brings the ORIGINAL I-20 document when they come to the U.S.

B) Visa in passport: This is issued by the American Consulate and gives the visitor permission to apply to enter the U.S. at a port of entry for the time period specified on the visa and in the particular category e.g. student/F-1. (The visa may give a one-time permission to come, or up to five or more years. These dates do not mean the visitor may stay for that period of time, only that he/she may come to the port of entry and apply to enter during that period of time).

C) The I-94 is the card generally given out on the airplane to be completed before the student arrives at the port of entry. It is a Department of Homeland Security document, which is presented to the immigration officer upon arrival in the U.S. For a student coming on a student visa, the card will be stamped “F-1/DS” by the immigration officer. This means that the applicant has been admitted in student status (F-1) and the visa is valid for the duration of his/her status, (D/S) i.e. as long as he attends school on a fulltime basis. If the student falls below fulltime attendance, his visa is automatically cancelled and he is subject to deportation.

For students who complete their program, the visa is valid for 60 days after the last day of school to travel, etc. It is not valid to take a break/vacation and come back to the same school.
If you have any additional questions that we have not answered please contact us at…

We look forward to seeing you soon!

LSI Berkeley
2015 Center St.
Berkeley, CA 94704
Tel: (510) 841-4695
Fax: (510) 841-3015
Email: ber@lsi.edu
Website: wwwlsi.edu