

Student Handbook

English Language Learning Center, est. 2000

2727 Canton Rd., Suite 510

Piedmont Village Shopping Center

Marietta, GA 30066

770-355-5569

Director: Sherrie Lilge

www.englishcenter.org



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Student Handbook

Classes – Class days and times depend on your level.

Regular Morning Program: Monday and Wednesday, Tuesday and Thursday, or Monday-Thursday 9–11:00 a.m. or 11–1:00 p.m.

Conversation/Discussion Class: Friday morning, 9:00 – 11:00 a.m.

Pronunciation Class: Friday morning 11:15-12:45

Evening Program: Monday and Wednesday, Tuesday and Thursday, or Monday-Thursday, 7 p.m. – 9 p.m.

Saturdays: 9- 12:30 and by appointment

Individual Tutoring – by appointment

Testing – by appointment

Class Size

Our classes are always small. The size of your class will fluctuate, but it is generally 6 – 8 students per class. There is a maximum of 12 students per class.



Be on Time

Please be on time or 5 minutes early to your class. If another class is in your classroom, please get something to drink and wait patiently in the lobby.

Talk to Us!

Please let us know if there is any way we can better meet your needs. We truly care about you and want you to be happy while you are learning English with us!

Books

For your convenience, ELLC has the text books we use available to you at publisher prices.



Calendar

Each session is approximately 4 months long.

Fall session is mid-August– mid-December.

Spring Session is early January – late May. .

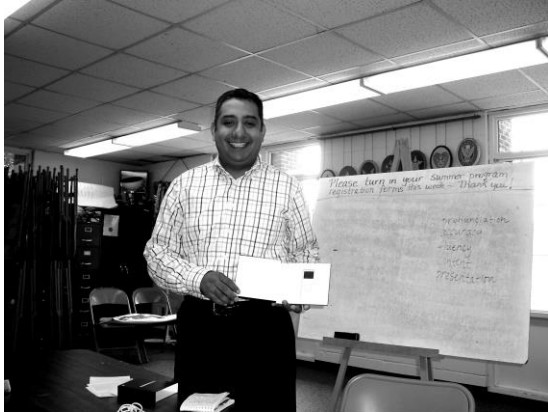
Summer mini-session is mid-June – mid-July. Summer Camp is offered in the mornings. Our regular night class schedule continues.

Holidays and Breaks

Our regular morning program follows the Cobb County calendar for holidays from August through May. Specific holiday dates will be confirmed in your classes.

Tuition

Tuition costs \$9 per hour. Monthly tuition depends on the number of classes in a particular month. (For example, \$144 per month = 16 hours in class.) The complete month's tuition is due on the first class of each month. If it is not paid before the 15th of each month, there will be an additional \$10 late fee. If possible, please pay by check, made out to ELLC. If you pay by cash, you will receive a cash receipt. You can also pay by debit or credit through PayPal. PayPal charges a 4% fee for this service. Please set this up with the director before your first class. When you enroll in ELLC, you enroll for a complete session. Please let us know 2 weeks in advance if you must withdraw.



Yearly Tuition Statements

At the end of January, we offer a year-end statement of the tuition you paid in the previous calendar year. You may be able to be reimbursed for your tuition through an educational benefit at your work or deduct your tuition expenses from your income tax.

Discounts

Discount Coupon – You will receive a discount coupon the month after you refer a friend who enrolls in our school.



Inclement Weather –

Please check the local weather forecast. If the Cobb County schools are closed because of bad weather or some disaster, we will be closed. There is no refund for school closings.

Missed Classes

There is no refund if you miss a class or tutoring. If you miss a class you may make it up in another class, not one of your regular classes, during the month you missed. For example, if you miss your regular day time grammar class, you may sit in on another grammar class at night or a conversation class. If you miss/cancel tutoring on campus or by Skype, you will forfeit the class or you can make up the hours in a regular class.

We are sorry if you have a conflict, get sick, or have an appointment or emergency, but when you sign up for the course we count on your tuition to pay the teachers, rent, and utilities which still must be paid even if you are not there. Please try to schedule your appointments, vacations, etc. when you will not have a conflict with your classes.



Certificates

A certificate will be awarded to those students who successfully complete the 4 month course of study with 75% attendance and 75% scores. You will also have a graduation photo taken with your teacher. You can request your picture by email.



Field Trips

We often go on field trips throughout the year; information will be announced in your classes well in advance.



Thank you for choosing English Language Learning Center!

