



## **NON-F-1 STUDENTS PART-TIME PROGRAM INFO & TUITION FEES 2016**

Thank you for considering enrollment at Capstone English Mastery Center. Please read carefully our school mission and objectives, policies and procedures to ensure you are eligible to enroll and that you will benefit from our program. Visitors, tourists, business people may enroll ***less than full-time*** by choosing one of our **SKILLS Program** below.

### **SKILLS Programs**

- **3 SKILLS - 15hrs/week: \$920/Session (6 weeks) Basic, Intermediate & Advanced Studies - Levels 1a – 3b:** This program aims to equip students with literacy skills, grammar foundation and sufficient communicative ability to be able to participate in a group class setting as well as become acquainted with life in the U.S.A. Students attend Speaking & Listening, Reading & Writing and Grammar classes. All classes are mandatory. See the weekly schedule below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00	Speak/Listen	Speak/Listen	Speak/Listen	Speak/Listen	Speak/Listen
10:30	Speak/Listen	Speak/Listen	Speak/Listen	Speak/Listen	Speak/Listen
11:05	Read/Write	Read/Write	Read/Write	Read/Write	Read/Write
11:30	Read/Write	Read/Write	Read/Write	Read/Write	Read/Write
12:00	LUNCH	Finish @ 12:00	LUNCH	Finish @ 12:00	LUNCH
12:30	LUNCH		LUNCH		LUNCH
1:00	GRAMMAR		GRAMMAR		GRAMMAR
1:30	GRAMMAR		GRAMMAR		GRAMMAR
2:00	GRAMMAR		GRAMMAR		GRAMMAR
	Finish @ 2:40		Finish @ 2:40		Finish @ 2:40

- **3 SKILLS - 13hrs/week: \$800/Session (6 weeks) Basic, Intermediate & Advanced Studies - Levels 1a – 3b:** This program provides instruction to students at levels of ability ranging from Basic Level to High Advanced. Capstone attempts to maintain the balance between the student's own learning style, pace and study goals with quality in-class instruction and curriculum, which can range from increasing fluency in spoken English to preparing for a standardized test. Students attend Speaking & Listening, Reading & Writing as well as *Life Skills for basic level students, Vocabulary for intermediate & advanced and TOEFL preparation for advanced students only*. Classes are Monday - Friday. All classes are mandatory. See the weekly schedule below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00	S/L	S/L	S/L	S/L	S/L
10:30	S/L	S/L	S/L	S/L	S/L
11:05	R/W	R/W	R/W	R/W	R/W
11:30	R/W	R/W	R/W	R/W	R/W
12:00	Finish @ 12:00	LUNCH	Finish @ 12:00	LUNCH	Finish @ 12:00
12:30		LUNCH		LUNCH	
1:00		Basic-LIFE SKILLS		Basic-LIFE SKILLS	
1:30		Interm/Adv.-VOCABULARY		Interm/Adv.-VOCABULARY	
2:00		Advanced-TOEFL		Advanced-TOEFL	
		Finish @ 2:30		Finish @ 2:30	

- **2 SKILLS @ 10hrs/week: \$620/Session (6 weeks) Basic, Intermediate & Advanced Studies - Levels 1a – 3b:** Students at all levels of ability ranging from Basic Level to High Advanced can choose this program which covers Listening & Speaking and Reading & Writing. Students attend 10 hours/week. Classes are in the morning, Monday - Friday. All classes are mandatory. See the weekly schedule below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00	S/L	S/L	S/L	S/L	S/L
10:30	S/L	S/L	S/L	S/L	S/L
11:05	R/W	R/W	R/W	R/W	R/W
11:30	R/W	R/W	R/W	R/W	R/W
	Finish @12:00	Finish @12:00	Finish @12:00	Finish @12:00	Finish @12:00

- **2 SKILLS @ 8hrs/week: \$500/Session (6 weeks) Basic, Intermediate & Advanced Studies - Levels 1a – 3b:** Students ranging from Basic Level to High Advanced can select this program which covers Grammar as well as *Life Skills for basic level students, Vocabulary for intermediate & advanced and TOEFL preparation for advanced students only*. Students attend 8 hours/week. Classes are in the afternoon, Monday - Friday. All classes are mandatory. See the weekly schedule below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:00	GRAMMAR	Basic-LIFE SKILLS	GRAMMAR	Basic-LIFE SKILLS	GRAMMAR
1:30	GRAMMAR	Interm/Adv.-VOCABULARY	GRAMMAR	Interm/Adv.-VOCABULARY	GRAMMAR
2:00	GRAMMAR	Advanced-TOEFL	GRAMMAR	Advanced-TOEFL	GRAMMAR
	Finish @ 2:40	Finish @ 2:30	Finish @ 2:40	Finish @ 2:30	Finish @ 2:40

Capstone students are responsible for the following non-refundable fees:

- **Registration and Placement Test fee:** \$150 due at the time application documents are submitted.
- **Book fees:** Due on the first day of classes, average cost of \$220 for four (4) courses.

#### **Two (2) Tuition Payments per Term**

Before mid-term, a new tuition payment is due. Invoices can be found and paid for at the front desk. There will be a 5 day grace period to pay. A \$100 Late Fee will apply if tuition is not paid in full. After the tuition due date, student may not attend school until payment is made. Failure to make payment as scheduled may result in a student's termination. Always communicate to Admissions if you have questions about payments.

- **New Student Tuition:** \$2,200 - divided into two payments of \$1,100.  
**First Tuition payment is due on the day scheduled for Student Orientation and Placement Test.** Students may not attend Orientation without payment made.  
**Second Tuition payment is due mid-term, 6 weeks after first payment.** There are no refunds for the first term payment of \$2,200.
- **Continuing Student Tuition:** \$2,200 - divided into two payments of \$1,100 paid every 6 weeks.  
**First Tuition payment is due two (2) weeks before the New Term Start Date.**  
**Second Tuition payment is due mid-term, 6 weeks after first payment.**

#### **Books**

**Payment for Books is due on the first day of school of every Term.** All books are required, sold at the front desk and must be purchased from Capstone before attending class. We do not accept used books or books from other vendors. Capstone has a "No books, no class" policy. Failure to make payment may result in student termination.

#### **Student Financial Responsibilities & Agreement**

Please find Student Financial Responsibilities Information in this packet attached to the Registration Form. Student must read, sign, date and return the Registration Form and the Financial Agreement to the Admissions desk:

- In person - 1411 SW Morrison St. Suite 350 Portland, OR 97205
- Fax - (503)228-3961
- Email: [admissions@capstone.org](mailto:admissions@capstone.org)

#### **Questions?**

Should you have questions about enrollment and our program, contact us:

- Admissions Desk - [admissions@capstone.org](mailto:admissions@capstone.org)
- Phone - (503) 228-6346

Visit our website for more information: [www.capstone.org](http://www.capstone.org)