



Student Handbook

WELCOME. INSPIRE. EMPOWER.

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WELCOME TO BEI

From its modest beginnings in 1982, BEI has become one of Texas's foremost language and cultural training centers. In every respect, we are engaged in helping individuals acquire and understand other languages and cultures. People make an institute great, so whether you are a student, teacher, staff member, graduate, company, neighbor, or visitor, your interest and enthusiasm are valued and appreciated.

It is our collective efforts, however, that today make this institute such a vibrant place to study, to learn, to work, and to make new lifetime friends.

As we all know, our world is getting smaller. We can connect with others around the globe at the click of a button. More important than ever, languages are not only a means of

communication, but are also tools and, skills for connecting and working with our peers. Here at BEI, first and foremost, is connecting people.

We expect our faculty to be great teachers, and our staff to be compassionate, service-oriented, and above all, effective facilitators. They embody the spirit of generosity, and optimism and tireless attitudes are so prevalent here.

Furthermore, we offer our students a diverse yet close-knit community and state-of-the-art technology that gives them the widest possible scope for accelerated language acquisition, yet focused enough to achieve quality outcomes.

It is my pleasure to welcome you to BEI. Our staff and faculty are excited to work with you and to assist you in achieving your language goals and objectives. Best wishes as you embark on your language journey. We will be supporting you all along the way.

Jake Mossawir, CEO



WHO WE ARE

Our Mission

Our mission is to produce life-changing learning experiences by creating a welcoming environment, inspiring confidence, and empowering students to reach their goals.

Our Vision

To be the largest and most respected independent language and cultural center in Texas.



Our Values

Thinking Big - We think big, we dream big, and we hold high expectations for our students, staff, and faculty.

Focus on Results - We measure everything. Creativity, hard work, and innovation are key to improvement but results tell the story of success. We believe in being accountable to our results.

Choice and Commitment - All of us made a choice to come to BEI. That choice means we have made a commitment to BEI's vision, mission, and values.

First Class at All Levels - We strive to ensure a world-class experience for all who encounter BEI.

No Shortcuts - We lead with integrity. We make every effort to ensure we are thorough, thoughtful, and effective.

OUR PROGRAMS

INTENSIVE ENGLISH

BEI's Intensive English Program – (Morning/Afternoon) is a full-time program designed for students at all levels of language proficiency with an emphasis on developing the necessary English language skills for academic studies, and business or professional communication. The objective is to enable each student to attain proficiency in all skill areas introduced (grammar, reading, writing, listening/speaking, focus skills), become familiar with American culture, and increase confidence and comfort when using the English language.

12 Levels of Proficiency 20 Hours/Week 7 weeks



OUR PROGRAMS



TOEFL PREP

Our TOEFL Prep course, offered as an official partner of ETS, is designed to thoroughly prepare learners for the TOEFL examination. This course comprehensively covers all aspects of the TOEFL test, including exam structure, task types, and grading rubrics. The course content is directly aligned with the TOEFL exam and is divided into four core sections: Listening, Speaking, Reading, and Writing. Each section provides detailed instructions on the test tasks by subject and offers strategic guidance for test-taking. Learners will engage in online practice and participate in TOEFL test simulation activities. Additionally, the course includes supplementary content focused on essential academic vocabulary and grammar structures.

B2+ Level Learners 10 Hours/Week 8 weeks

EVERYDAY ENGLISH

BEI's Everyday English program is a part-time program aimed at developing conversation and listening comprehension skills. Through active participation, students are able to expand on their vocabulary base and increase their knowledge of both American culture and grammar structures. This course integrates all core language skills so that students obtain communicative proficiency demonstrated through confidence and comfort in all skill areas. This class is perfect for working professionals who need to boost their language skills.

8 Levels of Proficiency 10 Hours/Week 6 weeks

OUR PROGRAMS

MEDICAL ENGLISH

Our intensive medical English program is tailored for healthcare professionals and medical students focusing on essential medical-specific English skills. This eight week course ensures students develop the language skills needed for success in the medical field through practical application and an engaging educational environment.

SPECIAL PROGRAMS

Special Programs are customized courses designed specifically to meet learner needs - whether for personal growth or as identified by your company sponsor. These customized courses center in specific language focus - Speaking, Writing, Vocabulary, Grammar, Business English, Accent Reduction, English for Specific Purposes, Presentation Skills, TOEFL Prep, and more! Consultation with our Curriculum team is available to help determine language course plans. Clients choose the setting, schedule, and length of study that is appropriate for them. Choose to study in a Private Lesson, Semi-Private Lesson, or Mini-Group.

FOREIGN LANGUAGES

Courses are designed to help students acquire fluency and accuracy to communicate in authentic situations in the language of their choice. Our lessons provide students with useful language patterns and commonly used vocabulary for everyday use. The focus is on effective spoken communication in the target language. At BEI, our courses are about offering you flexibility. You choose the setting, schedule, and length of study that is appropriate for you.

ESOL IDL ONLINE

Interactive Distance Learning (IDL) online classes are scheduled, real-time, instructor-led, live classes. Classes are delivered online through videoconferencing. Students can choose to study English online in the following programs:

- Intensive English Program
- Everyday English
- TOEFL Prep
- Special Programs

GENERAL INFORMATION

PLACEMENT EXAM

A placement exam is given to all students prior to beginning any class at BEI. The test measures English skills in Grammar, Reading, Writing, and Speaking. The exam measures English skills in Grammar, Reading, Writing, and Speaking. The exam is used to place students into their appropriate leveled class. Student who think they are placed into the wrong level may speak to the Academic Lead within the first week of class.

COMPLETION/CERTIFICATES

Students who achieve an overall combined average score of 80%+ from class grades and the final exam AND attend 80%+ of classes, are eligible to receive a Certificate of Completion.

Students who attend less than 80% of the scheduled classes, or who do not satisfy their grade requirement will receive a Certificate of Attendance. No certificate will be issued to a students with an outstanding balance.

GRADING SYSTEM

100 - 90% = A
<90-80% = B
<80-70% = C
<70-61% = D
<61-0% = F

PROMOTION

Promotion to the next level is based upon both Grades & Attendance.

- Grades: 80% minimum Final Grade Point Average
 - GPA is calculated from Class Grades (70% weight) & Final Exam (30% weight)
- Attendance: 80% minimum

LEAVE OF ABSENCE POLICY

If a student is experiencing difficulties of a personal nature, which may be observed to hinder academic progress, a student may request a LOA. Students must request and return the Leave of Absence Form to an Administrative Representative. A student is only allowed 180 days per 12 months of a LOA and students are allowed to take multiple leaves, as long as they don't exceed 180 days. F1 students can refer to their F1 Rights and Responsibilities Form to review their Leave of Absence, Medical Leave and Vacation Policy in accordance with the Department of Homeland Security. All other students have the following option: A student may elect to take a leave of absence for the remainder of a cycle. The number of weeks will be credited to the student when he/she returns to BEI. All student records will be placed on hold and the student will be considered incomplete. Upon a student's return, the student will be allowed to join the student's previous level, until all completion requirements have been reached (80% Final Program GPA, 80% attendance). Attendance and missed coursework during the leave of absence, will not be counted against the student. Previously completed assignments and attendance will be counted towards a completion certificate, once the student re-enrolls at the next class start. A leave of absence, medical leave, or vacation is not time spent in class, and therefore does not count toward the 36-month limit in ESOL training.

GENERAL INFORMATION

ORIENTATION

Orientation is held on the first day of class. All new students are required to attend. Important information for classes, policies, and visa compliance are discussed.

CLASS SIZE AND LEVELS

BEI offers 12 levels. Class size ranges from 6-20 students per level. Smaller classes are important for personalized attention and language acquisition.

CLASS SCHEDULE

Intensive English Program: 7 weeks

Morning Schedule: Monday–Thursday; 8:30–1:30

Evening Schedule: Monday–Thursday; 4:30–9:00

Everyday English: 6 weeks

Evenings: Monday–Thursday; 6:30–9:00

TOEFL Prep: 8 weeks

Evenings: Monday–Thursday; 6:30–9:00

HOLIDAYS

- New Year's Day, (January 1, 2026)
- Martin Luther King Jr. Day, (January 19, 2026)
- President's Day (February 16, 2026)
- Good Friday (April 3, 2026)
- Memorial Day (May 25, 2026)
- Independence Day (July 4, 2026)
- Labor Day (September 7, 2026)
- Thanksgiving (November 26, 2026)
- Day after Thanksgiving (November 27, 2026)
- Christmas Eve (December 24, 2026)
- Christmas Day (December 25, 2026)
- New Year's Eve (December 31, 2026)

GENERAL INFORMATION

STUDENT PROGRESS REPORT

Each student will receive a Mid-Term Progress notification halfway through the course that indicates their midpoint progress in both attendance and grades towards meeting the objectives of the course. At the end of each level, students demonstrate their progression level by taking final exam(s). The final exam grade average (30%) and final course grade averages (70%) are combined to give the overall Final Program Grade. Upon completion of a level, students receive an End of Cycle Report and Certificate of results.

TRANSCRIPTS

Transcripts are available after each cycle, by request. BEI's transcripts are percentage averages based on your course clock hours. Our language courses are non-credit. Please allow 3- business days to process.

COURSE TOOLS/MATERIALS

To support your success in our courses, we provide essential tools and require specific materials. Below is an outline of what you will need and how to access the resources that are integral to your learning experience.

Textbooks

You will need a textbook for each course you are enrolled in. Paperback or e-book formats are acceptable, so you can choose the one that best suits your learning style. Please ensure you have your textbooks ready by the first week of class to stay on track with course materials and assignments.

Microsoft 365 Account

As a student, you will be provided with a school-issued Microsoft 365 account. This account will give you access to the following essential tools:

- Outlook: Use this for all school-related email communication
- Teams Chat: Easily chat with BEI members for quick communication

Learning Management System (Canvas)

Our courses are hosted on Canvas, the Learning Management System (LMS) that serves as the central hub for:

- Assignments: Submit your coursework, essays, and projects here.
- Notifications of Progress: Track your grades and feedback from instructors.
- Exams: Complete quizzes and tests as scheduled by your instructors.
- School Alerts: Stay informed about school-wide announcements, such as closures or special events.

LEARNING SUPPORT SERVICES

We are dedicated to helping you succeed. Our staff and instructors are available to provide guidance and support throughout your studies. Join our weekly Conversation Club sessions to strengthen your skills. These sessions focus on conversation practice, clarifying doubts, and supporting students with personalized support.

ATTENDANCE POLICY

Bilingual Education Institute expects students to attend their classes, whether in-person or online, at the scheduled time for the scheduled duration for each scheduled day. When you miss class, you not only fall behind on new material, but you miss the hands-on repetition that is so important in learning and developing your new skills.

MINIMUM STANDARD

Bilingual Education Institute requires the following minimum standard of attendance for graduation: 80% cumulative attendance.

TRACKING

Attendance is tracked in every class period by the instructor. If you miss more than 30 minutes of any class period, you will be marked absent for the whole hour.

Each day the instructor records daily class attendance. At the end of the week, the Administrative Assistant inputs weekly attendance into our data management system. Attendance records are kept in your permanent student file.

TARDINESS AND EARLY DEPARTURES

Four tardy arrivals/early departures of more than 15 minutes will be counted as an hour of absence.

- Joining 16-30 minutes after class begins = You are allowed to join and marked Tardy
Leaving the class 16-30 minutes before it ends = Your attendance is marked with an Early Departure
- Joining the class more than 30 minutes after it begins = You are allowed to join class but you will be marked absent for that hour.
- Leaving the class more than 30 minutes before it ends = You are marked absent for the whole hour.

*Joining a class is defined by your delivery method (in-person or online) – **Arriving** to the classroom OR **Logging** into the class

4 Tardies/Early Departures = 1 hour of Absence.

Permission for daily late arrivals or logins must be submitted to the School Director with a letter stating the reason why a student cannot arrive to school by the start time, each day. Approval is determined case by case.

ATTENDANCE POLICY

ATTENDANCE PROBATION

If you fail to comply with the attendance policy and you do not have 80% attendance at the end of a cycle, but you have met 75-79% attendance, you will be placed on Attendance Probation for the next cycle you enroll in. You must meet with the Academic Lead to review the terms outlined in the Attendance Probation notice.

At the end of the cycle on Attendance Probation, you must have met 80% cumulative attendance requirement, in order to advance to the next level. Failure to meet attendance requirements, while on Attendance Probation, will result in repeating a level. You are only allowed one cycle on Attendance Probation.

EXCUSED ABSENCES

Please do your best to attend all classes and schedule any appointments after class. There may be times that you cannot attend class due to family emergencies, internet outage, etc. However, please note that any time you are not in class, you are absent and will not be marked present for days missed. Providing notes and documentation of any absence is always a good idea and will allow you to make-up classwork in some cases (see below).

COURSE ASSESSMENT MAKE-UP & RE-TAKE

Missed In-Class Assignments: If a student misses an in-class assignment, it is their responsibility to ask the instructor about make-up options. The student can attend a test make-up session, and the instructor will sign them up based on the course schedule (Ex: For IEP - Thursdays of Week 3 & 6). If a student fails to attend the nearest make-up session, they will receive a zero unless they provide valid documentation to the Administrative Assistant.

Test Retakes: If a student wishes to retake a test due to dissatisfaction with their grade, the instructor may grant this opportunity at their discretion. Retakes are only allowed if the original score is between 60% and 74%. The retake must be scheduled outside regular class hours and completed under supervision.

ATTENDANCE POLICY

Missed Class Presentations or Group Assignments: If a student misses a presentation or group assignment, they will receive a zero unless they provide documentation for health or other extenuating circumstances. With approval from the Academic Lead, the grade may be excused in such cases.

CONSECUTIVE ABSENCES

Disciplinary action will result if a student is absent for 3 consecutive weeks, without an approved leave of absence.

DISMISSAL

Any student dismissed for attendance related reasons: consecutive absences, failure to maintain 80% attendance, excessive tardiness or early departures, failure to meet the terms of attendance probation, or failure to return from a leave of absence may restart classes in the next cycle only with an appeal submitted by the student and approval of said appeal from the Academic Director.

BEI CLASSROOM CONDUCT

To maintain a positive and effective learning environment, we ask all students to follow these simple classroom rules:

1. **Arrive on Time:** Punctuality shows respect for your instructor and classmates.
2. **Come Prepared:** Bring necessary materials, including textbooks and notes.
3. **Participate Actively:** Engage in class discussions and activities.
4. **Be Respectful:** Treat instructors and classmates with kindness and consideration.
5. **Speak the Target Language:** Practice using the language you are learning as much as possible.
6. **Limit Distractions:** Silence your phone and focus on the lesson.
7. **Follow Instructions:** Listen carefully and adhere to directions from your instructor.
8. **Ask Questions:** If you don't understand something, don't hesitate to ask for clarification.

By following these rules, you contribute to a productive and enjoyable learning experience for everyone.

SATISFACTORY PROGRESS POLICY

OVERVIEW

To be considered as making satisfactory academic progress towards a certificate of completion, a student must maintain a specified grade average and proceed through the course at a pace leading to completion in the specified time frame.

Students who meet the minimum requirements for attendance and academic progress will be considered as making satisfactory progress academic progress until the next scheduled evaluation.

QUALITATIVE MEASURE DEFINED

The qualitative measure is your cumulative grade point average (GPA) measured at the end of each completed cycle of enrollment. The GPA is assessed through assignments, in-class assessments, and a final exam. Students must have a minimum of 80% GPA at the completion of a cycle. Academic support services are available for struggling students during the course.

QUANTITATIVE MEASURE DEFINED

The quantitative measure is the pace at which a student is progressing toward the completion of the program and/or levels. Satisfactory progress is evaluated every cycle throughout the program.

Program	Clock Hours	Satisfactory Progress Evaluated at
Intensive English Program	1680	7 weeks/140 clock hours
Intensive Medical English	864	8 weeks/144 clock hours
Everyday English	480	6 weeks/60 clock hours
TOEFL Prep	80	End of 8-week program

EVALUATION OF STUDENT PROGRESS

In-Class Progress: Throughout the duration of the course, students will receive instructor feedback and coursework grades for in-class assignments/formative assessments.

Mid-term: Students will receive a Mid-term Progress Notification at the mid-point of the cycle.

Final: Students will receive an End of Cycle Report, which reflects grades for the reporting period and indicates the student's next level.

ACADEMIC PROFICIENCY LEVELS

Students who demonstrate satisfactory completion will be advanced to the next sequential level.

Program	# of Levels
Intensive English Program	12
Intensive Medical English	6
Everyday English	8

SATISFACTORY PROGRESS POLICY

LEAVE OF ABSENCE

If a student is experiencing difficulties of a personal nature, which may be observed to hinder academic progress, a student may request a LOA. Students must request and return the Leave of Absence Form to an Administrative Representative. A student is allowed 180 days per 12 months of a LOA and students are allowed to take multiple leaves, as long as they don't exceed 180 days. F1 students can refer to their F1 Rights and Responsibilities Form to review their Leave of Absence, Medical Leave and Vacation Policy in accordance with the Department of Homeland Security. All other students have the following option: A student may elect to take a leave of absence for the remainder of a cycle. The number of weeks will be credited to the student when he/she returns to BEI. All student records will be placed on hold and the student will be considered incomplete. Upon a student's return, the student will be allowed to join the student's previous level, until all completion requirements have been reached (80% Final Program GPA, 80% attendance). Attendance and missed coursework during the leave of absence will not be counted against the student. Previously completed assignments and attendance will be counted towards a completion certificate once the student re-enrolls at the next class start. A leave of absence, medical leave, or vacation is not time spent in class, and therefore does not count toward the 36-month limit in ESOL training.

CONSEQUENCES OF FAILURE TO MEET SATISFACTORY PROGRESS

If a student fails to meet the cumulative 80% attendance and 80% Final Program GPA, the student must repeat the level during the next registered cycle. Students will be notified in writing of their failure to meet satisfactory progress through BEI's Learning Plan form. A student may repeat a level only 3 times. If a student fails more than 3 times, the student will be dismissed from the program. Students will be notified in writing of their dismissal from BEI's program. Extenuating circumstances will be considered, but a student must submit an Appeal Form (see below) to state their case. Students who are absent for a maximum of 30 consecutive calendar days (excluding scheduled BEI breaks), will be administratively withdrawn from their course. Students may not stay in a language program for more than 36 months at BEI.

SATISFACTORY PROGRESS POLICY

ACADEMIC PROBATION

A student who meets the attendance requirement for advancement, but not the academic advancement requirement of an 80% Final Program GPA (Final Course Grades and Final Exam) may be allowed to enter the next level on an Academic Probation. The student must have met a GPA of 70-79%. Students are only allowed on Academic Probation for one cycle per program of study. During the probationary cycle, they student must meet the minimum benchmarks. Failure to do so will result in repeating the level. F1 visa students will maintain their status during probation.

ATTENDANCE PROBATION

A student who meets all requirements for advancement, except attendance, may be allowed to enter the next level under certain circumstances. A student must have 75-79% attendance and can be allowed on Attendance Probation for one cycle per program of study. During the probationary cycle, the student must meet the minimum benchmarks. Failure to do so will result in repeating the level. F1 visa students will maintain their status during probation.

APPEALS

A student may submit a written appeal to challenge a determination that he/she is not meeting the Satisfactory Progress standards. A student must request an Appeal Form from an administrative representative and return the form within two calendar days of their receipt of determination. The appeal must be accompanied by documented evidence of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet the standards of satisfactory academic progress. The Academic Director will assess all appeals and determine whether the student may be permitted to continue studies. The student will be sent a written decision within five calendar days of the receipt of the appeal.

ONLINE ENGLISH

BEI's Interactive Distance Learning (IDL) courses are online, real-time classes scheduled with an instructor. Students connect to their remote class through the web-based platform, Microsoft Teams. Enrolled students receive free access to Microsoft Office 365 applications, and Canvas LMS, as applicable.

BEI offers these English programs online:

- Intensive English Program
- Intensive Medical English
- Everyday English
- TOEFL Prep
- Special Programs

Requirements to Enroll

Students must have the appropriate computer skills to collaborate online in real-time to enroll in Online English courses.

Students must have quality equipment which includes the following:

- Computer or Tablet
- Internet Connection
- Soundcard/Speakers
- Monitor/Video Card
- Webcam & Microphone

Learning Expectations

Students enrolled in BEI courses will receive the learning expectations for that specific course/level. These are the specific language goals students can expect to learn at the end of their course. Students who successfully progress will be promoted to the next level.

Honor Statement

BEI values integrity, honor, and respect. You should always have pride in the work you do and take ownership for your language learning. BEI's online classes are conducted through Microsoft Teams. All assignments you give your teacher must be your own work. This includes individual and group assignments, quizzes, and exams. As a student of integrity, you are expected to also encourage your classmates to have integrity, as well. We recognized that the majority of our students maintain high work ethic standards; however, failure to abide by this standard of conduct has consequences.

Examples of Academic Dishonesty

- Have someone else but you complete any part of your coursework for you
- Share login; passcodes; and answers to assessment in Canvas, Teams, or online
- Copy work from another student, ChatGPT, or internet
- Use unauthorized tools, resources, and online searches during assessments

GETTING COMFORTABLE IN AMERICA

TIME

Americans value punctuality. You are always expected to be on time for all events. It is impolite to be late. Americans will apologize if they are late. A popular military saying, "If you are early, you are on time. If you are on time, you are late!"

HYGIENE

Americans consider strong odors and perfumes to be offensive. It's customary to shower daily, use deodorant daily, wash clothes after one use and use perfume and cologne lightly.

EQUALITY

Americans believe that everyone "is created equal" and has the same rights. This includes women, as well as men, of all ethnic and cultural groups. There are even laws that protect this "right to equality" in its various forms.

PRIVACY

Americans like their privacy and enjoy spending time alone. personal questions are considered invasive. Questions about religion, income, marriage status, and age are not welcomed by Americans. However, international students will find Americans to be friendly and welcoming.

INFORMALITY

American lifestyle is very casual. You will see students to to class in shorts and t-shirts, and instructors will dress casually, as well. People greet each other very quickly, too.

FRIENDSHIPS

Americans are friendly, open people and you will make new friends here. A good way to make lasting friendships is to get involved in your school and community. Join organizations that match your interests.

GENERAL INFORMATION

STUDENT SERVICES

BEI provides student services to complement and support students' academic and personal endeavors. These services are available for all BEI students, including those enrolled via distance education.

Advising	Language Support Services
Bookstore	Orientation
College/Career Advising	PDSO/DSO International F-1 Advising
Conversation Club	Tech Support
Extracurricular Activities	

GRIEVANCE PROCEDURES

BEI's welcomes students to freely discuss any concerns or issues they may be facing by simply reaching out to our staff. Formal grievances may be filed in this manner:

- The student and/or student's family may present the matter directly to any staff member either in writing, phone, chat, or face-to-face. However, if possible, the student should discuss his/her concerns directly with the staff member involved in the grievance.
- After receiving the grievance, a meeting is schedule with the applicable parties (student, staff member involved in the grievance, and his/her immediate supervisor) within 5 business days. The supervisor will communicate any decisions and updates within 5 business days to the student following the meeting.
- If the grievance cannot be resolved as outlined above, the student will be assisted in completing a formal written grievance to submit to BEI's Executive Director. The Executive Director may at his/her discretion hold a meeting with the student. Students will be informed of action plans within 5 business days. The student may appeal to outside sources as he/she wishes.
- After the above steps have been taken, if the student is still not satisfied, the student may submit a complaint according to ACCET Document 49.1 to the ACCET office:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW Washington, DC 20036
Telephone: (202) 955-1113
Email: complaints@accet.org
Website: www.accet.org

IMPORTANT CONTACTS

BEI	713-789-4555
POLICE (CENTRAL DIVISION)	713-247-4400
TEXAS DEPARTMENT OF PUBLIC SAFETY	713-681-1761
POISON CONTROL CENTER	1-800-222-1222
CITY OF HOUSTON HELPLINE	311
UNITED WAY HELPLINE	211
METRO BUS ROUTE INFORMATION	713-635-4000
TEXAS SUBSTANCE ABUSE TREATMENT HELPLINE	1-866-971-2658
SUICIDE/CRISIS HOTLINE	713-970-7000
EMERGENCY	911

2026 ACADEMIC CALENDAR

Intensive English Program	
Cycle 1	January 12 - February 26
Cycle 2	March 02 - April 16
Cycle 3	April 20 - June 04
Cycle 4	June 08 - July 23
Cycle 5	July 27 - September 10
Cycle 6	September 14 - October 29
Cycle 7	November 02 - December 17

Everyday English	
Cycle 1	January 12 - February 19
Cycle 2	March 09 - April 16
Cycle 3	May 04 - June 11
Cycle 4	June 29 - August 06
Cycle 5	August 24 - October 1
Cycle 6	October 19 - November 26

FL Group Spanish Lessons	
Cycle 1	January 13 - March 17
Cycle 2	April 07 - June 09
Cycle 3	June 30 - September 01
Cycle 4	September 22 - November 24

TOEFL Prep	
Cycle 1	February 09 - April 02
Cycle 2	April 13 - June 04
Cycle 3	June 15 - August 06
Cycle 4	August 17 - October 08
Cycle 5	October 19 - December 10

Holiday Calendar	
New Year's Day	January 01
President's Day	February 16
Good Friday	April 3
Memorial Day	May 25
Independence Day	July 04
Labor Day	September 07
Thanksgiving Break	November 26-27
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31



NATIONALLY ACCREDITED

BEI meets the accreditation standards recognized by
the U.S. Department of Education via ACCET



PART OF A GLOBAL COMMUNITY

BEI is an active member of a variety of international education organizations
including the following:



BB Bilingual
EE Education
II Institute

