



A.C.E.
Language Institutes

A.C.E. Intensive English Program

Global Partners Advising Guide



A.C.E. Language Institutes

200 West Mercer Street, Suite 108
Seattle, Washington 98119 USA

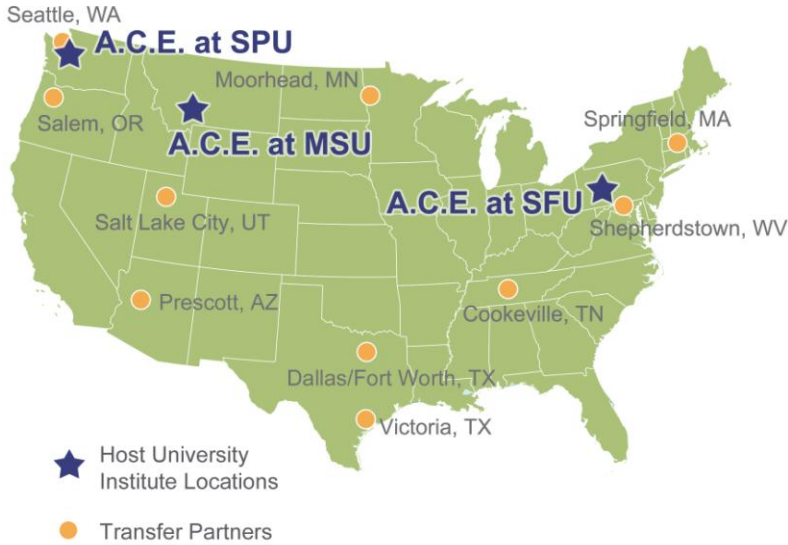
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www.cultural.org/esl

A.C.E. Locations & Partner Universities



A.C.E. operates on the campuses of four diverse universities across the U.S. Each host university offers Conditional Admission agreements. Students who complete Level 6 at any A.C.E. Language Institute can then transfer to one of these host university undergraduate programs with no TOEFL required.

Additionally, please see the following page for a list of partner institutions that accept completion of A.C.E. programs to satisfy their language proficiency requirements for undergraduate admission.



Options by Location

A.C.E. Language Institutes work in cooperation with the host universities, but each university can make independent operating decisions. The chart below explains what to expect from each site:

	A.C.E. Locations:		
	MSU	SFU	SPU
A.C.E. can issue I-20 visa documents for intensive English separately from university	yes	no	yes
University can issue I-20 visa documents for English + undergraduate program	yes	yes	no
University offers letters of conditional admission to support visa request	yes	yes	yes
University offers merit scholarships to qualified undergraduate students	yes	yes	yes

A.C.E. Language Institute at Montana State University



MSU is a top-tier public research university located in Bozeman, Montana, a small city with big energy, central to an all season outdoor-adventure hub.

www.cultural.org/esl/msu

Intensive English Program with A.C.E. at Saint Francis University



SFU is a small private university with a caring, supportive campus community, located in scenic Loretto, Pennsylvania, 80 miles east of Pittsburgh.

www.cultural.org/esl/sfu

A.C.E. Language Institute at Seattle Pacific University



SPU is a small private university with an active campus life, located in Seattle, Washington, home to Pike Place Market, Mount Rainier, and the Space Needle.

www.cultural.org/esl/spu

Transfer Options: Find Your Field of Study

Students who complete Level 6 at any A.C.E. Language Institute can then apply to transfer to one of the host university undergraduate programs with no TOEFL required. Conditional admission processes vary by site; contact enroll@cultural.org for details.

Additional Transfer Options Available:

The universities below also accept A.C.E. graduates with no TOEFL required, and offer unique programs of study in addition to many of the traditional fields listed at right.

- **The Art Institute**, 15 campuses nationwide: Design, Media Arts, Fashion, Culinary Arts
- **Bastyr University**, Seattle, Washington: Acupuncture, Midwifery, Natural Health Studies, Naturopathic Medicine
- **Concordia College**, Moorhead, Minnesota: Neurosciences, Pre-Veterinary, Multimedia Journalism
- **Embry-Riddle Aeronautical University**, Prescott, Arizona: Engineering, Aviation, Business, Cyber Security /Intelligence, Physics/Astronomy, Meteorology, Forensics
- **King's Schools**, Seattle, Washington: Private pre-school through Grade 12 institution
- **Minnesota State University**, Moorhead, Minnesota: Business, Biological sciences, Communications, Computer Science, Health Services, Theatre and Film
- **South Seattle College**, Seattle, Washington: Aerospace Engineering, Culinary Arts, Hospitality, Oceanography, Wine Technology
- **Tennessee Tech University**, Cookeville, Tennessee: Industrial Technology, Journalism, Music Performance, Wildlife & Fisheries Conservation
- **Texas Wesleyan University**, Dallas/Fort Worth, Texas: Athletic Training, Radio/TV, Conditional Admission to Masters of Business Administration (MBA)
- **University of Houston-Victoria**, Victoria, Texas: Arts and Sciences, Business Administration, Education and Human Development, Nursing Fields.
- **University of Washington Professional & Continuing Education**, Seattle, Washington: Certificates in Intensive Business English or Project Management
- **Western New England University**, Springfield, Massachusetts: Conditional admission to all undergrad and postgrad programs; MBA, MS engineering
- **Westminster College**, Salt Lake City, Utah: Business, Environmental Studies, Aviation Management, Aviation Flight Operations, Neuroscience
- **Willamette University's MBA program**, Salem, Oregon: Early Career and Career Change MBA



Undergraduate Programs:	MSU	SFU	SPU
Animal Science & Technology	x		
Anthropology	x		
Architecture	x		
Area Studies	x		x
Art	x		x
Biochemistry	x	x	x
Biology	x	x	x
Biomedical Sciences	x		
Business - Accounting	x	x	x
Business - Administration	x	x	x
Business - Economics	x	x	x
Business - Finance	x	x	
Business - International	x		
Business - Marketing	x	x	
Chemistry	x	x	x
Classical Studies			x
Communication Studies		x	x
Computer Science	x	x	x
Education	x	x	x
Engineering - Chemical	x		
Engineering - Civil	x		
Engineering - Electrical	x		x
Engineering - Environmental	x	x	
Engineering - General	x	x	x
Engineering - Industrial	x		
Engineering - Mechanical	x		
English	x	x	x
Environmental Science	x	x	
Exercise Science/Kinesiology	x	x	x
Fashion & Textiles			x
Family Studies	x		x
Film & Media	x		
Geology	x		
Global Studies	x		x
Health & Human Sciences	x	x	x
History	x	x	x
Journalism			
Landscape Architecture	x		
Languages	x	x	x
Marine Biology		x	
Mathematics	x	x	x
Music	x		x
Nursing	x	x	x
Nutrition & Dietetics	x		x
Oceanography			
Pharmaceutical Sciences			
Philosophy & Religion	x	x	x
Physics	x		x
Political Science	x	x	x
Psychology	x	x	x
Sociology	x	x	x
Theatre			x
Master of Business Administration: MBA		x	x

Resources and Procedures

Promoting A.C.E.

- **Printed materials:** Flyers and promotional packets are shipped to all current agents each summer.
- **Website:** Information on all A.C.E. programs, session dates, and fees: www.cultural.org
- **Agent Resource page:** Find flyers and translated materials: <http://www.cultural.org/agents>
- **Blog:** News and updates from all A.C.E. locations: <http://facebook.wordpress.com/>
- **Social Media:** Find us online!
Facebook: [facebook.com/ACE.cultural](https://www.facebook.com/ACE.cultural)
Youtube: [youtube.com/ACECultural](https://www.youtube.com/ACECultural)
Youku (China): u.youku.com/ACELanguage
- **Email:** For all inquiries, contact: enroll@cultural.org

How to Apply to A.C.E.

- Application forms and instructions are available online at <http://www.cultural.org/apply>
- For each new student, A.C.E. needs to receive an application form, a passport copy, \$100 application fee, and a bank statement or financial guarantee.
- After all these items are received, A.C.E. can start processing the application and can usually send out immigration documents within 2 business days.
- In general, **students should apply at least 1 month before their preferred start date.** Students wanting homestays (where available) should apply as early as possible to ensure placement.

Payments to A.C.E.

- Payments may be made by wire, credit card, or check. Include the name of the student with payment.
- For wire transfers, please add \$30 for bank fees.
- See application for detailed payment instructions.

Commission Policies

- A.C.E. reserves the right to limit enrollment to maintain program diversity.
- Agents may not be eligible for commission on government sponsored scholarships (e.g. SACM).
- An agent is not eligible for commission unless the agency has a current signed Agent Agreement with A.C.E. If an agent sends a student and does not have a current signed agreement, A.C.E. will notify the agent that they need to renew their partnership in order to be eligible for commission.
- All student applications need to clearly indicate the sending agency's contact details. If the agent is not indicated on the application but contacts A.C.E. retroactively to claim commission within the first 3 weeks of a session, the agent is entitled to the current session plus no more than one prior session. If there is a gap in studies between the current and previous sessions, the agent will only be eligible for the current session.

Commission Payments

- Commission is based on the amount specified in your Agent Agreement and is paid **per session**. Standard commission is 20% of tuition for the duration of study, but may vary for special programs.
- **Pre-Deduction:** A.C.E. prefers for agents to pre-deduct their commission before submitting the student's payment to A.C.E. To do so, agents should collect from the student the amount shown on the **Student Invoice** and then send to A.C.E. the amount shown on the **Agent Invoice**.
- Agents choosing not to pre-deduct their commission will receive commission payment from A.C.E. on a per-session basis **within 30 days after the end of a session**.
- If you choose not to pre-deduct, the standard method of commission payment is a paper check in US dollars sent via standard international mail. If you prefer a wire transfer, please inform us. A \$45 wire transfer fee will be deducted from the commission.

Refunds

- No refunds are given after the session has started.
- Students who register and pre-pay for a session but later decide not to attend are entitled to a refund of any prepaid fees minus a \$250 cancellation fee.
- Please contact A.C.E. for refund request forms.

Maintaining Your Agent Status

- Each agent is required to return a signed Agent Agreement every two years. The updated agent agreement will be sent to all current agents in July and will be valid for two years.
- A.C.E. follows the NAFSA Ethical Principles and expects agents to act ethically. A.C.E. Enrollment Services and Language Institute Staff continually review agent performance throughout the contract period. If an agent fails to meet ethical or professional standards, A.C.E. may choose to discontinue an agent agreement.
- In extreme circumstances, an agent may have their agreement terminated before the expiration of their agreement.

Contact Us

- For all questions about commission, agent agreements, marketing materials or anything regarding your status as an agent with A.C.E., please email: brianc@cultural.org.
- For questions about student applications or general enrollment information, please email enroll@cultural.org
- Contact A.C.E. on Skype: **ace.cultural**