CIESOL ONLINE LANGUAGE LEARNING PROGRAM
(Without MOA or MOU)

3-WEEK INTENSIVE ESOL COURSES

The CIESOL Advantage

The Internet and its burgeoning applications continue to enfold more and more cities and individuals into a single international village, the *lingua franca* of which is English. The Center for International English for Speakers of Other Languages (CIESOL, pronounced "seesol") is envisioned to be a leading provider of ESOL training to the members of this global village.

CIESOL draws upon the strengths of its mother unit, the Br. Andrew Gonzalez FSC College of Education (BAGCED) of De La Salle University (DLSU), the academic departments of which conduct innovative research in English language education, applied linguistics, educational psychology, educational technology, and educational leadership, among others. CIESOL in turn plays a major role in the internationalization of BAGCED. Providing the services are highly qualified teachers who have graduate degrees in language education or related fields, as well as teaching certification and ESOL experience.

CIESOL provides unparalleled, cost-effective ESOL training and related services at the beginner, intermediate, and advanced levels to groups as well as individuals in ASEAN+3 universities and other institutions that have memoranda of understanding or agreement with DLSU/BAGCED. Institutional partners include the South Manila Educational Consortium (SMEC), a group of 12 higher educational institutions in Manila. Since 2016, SMEC institutions internationalize higher education for strategic alliances, social and cultural development, as well as human resource development at the national level.

After careful screening, the only option for qualified walk-ins (i.e., individual students or professionals without existing MOA or MOU) is to take virtual classes through CIESOL's Online Language Learning Program. This program comprises 30 hours of interactive and engaging online/face-to-screen classes based on individual, pair, and/or small group activities. However, walk-ins are not entitled to get a 25% tuition discount.

At the completion of this program, the students' ability and confidence in communicating in English in social situations will have greatly improved. Based on satisfactory class performance and attendance (80% = 24 hours), deserving students are awarded a Certificate of Completion and holistic (qualitative and quantitative) evaluation at the end of the program.

Program Summary Overview

Commencement date:	Second Monday of the month (or as specified in the CIESOL calendar)
Course duration:	3 weeks x 2 hours x 5 days = 30 hours per course

Entry Requirements: Placement Test/s and Initial Interview

The minimum age of CIESOL participants is 18 years. To ascertain their level of English language ability, all students are required to undertake an online placement test (depending on which ESL course/s they intend to enroll in):
- English Grammar – 30 minutes
- Reading Comprehension and Vocabulary Development – 45 minutes
- Writing Skills – 60 minutes /1 hour (Only given to students who get 43 points or more in their English Grammar test).

A student may enroll in a minimum of one (1) and a maximum of three (3) online ESOL course/s per month.

After obtaining the placement test results, all students undergo an initial 1-to-1 interview (via Zoom) to assess what level of instruction needs to be provided:
- Speaking/Pronunciation – 15 to 20 minutes

The online placement test and initial interview results will be used to ensure that all students are placed in the correct ESOL level.

Program Aims and Outcomes

The CIESOL Online Learning Program is composed of a set of three-week (30-hour) intensive ESOL courses designed to increase the overall English language proficiency of international students through interactive and engaging classes. The three levels of language learning are generally considered to be Beginner, Intermediate, and Advanced. At CIESOL, there are 12 language learning or proficiency levels, in which levels 1-4, 5-8, and 9-12 are for Beginner, Intermediate, and Advanced users of the English language, respectively.

Program Structure and Content

CIESOL offers a wide range of non-degree awarding ESOL courses with focus on both macro skills (listening, speaking, reading, and writing) and micro skills (grammar, vocabulary, and pronunciation) for academic, personal, or professional development. Detailed description of General ESOL, ESP, and Advanced ESOL courses can be found on the CIESOL website (https://www.dlsu.edu.ph/colleges/bagced/ciesol/).

General English for Speakers of Other Languages (ESOL) Courses
- English Conversation (Levels 1 to 12)
- English Grammar (Levels 1 to 12)
- English Pronunciation (Levels 1 to 6)
- Reading Comprehension and Vocabulary Development (Levels 1 to 12)
- Writing Skills (Levels 1 to 6)
- Pre-Grad (Levels 1 to 3)
- Basic Business English
- Technical Writing

English for Specific Purposes (ESP) and Advanced ESOL Courses
- Advanced English Conversation
- Advanced Technical Writing
- Comprehensive English Grammar/English Proficiency for Professionals
- Grammar in Writing/Effective Writing for Professionals
- IELTS/TOEFL/TOEIC Review
- Oral/Speech Communication

Class Size (Number of Students per Class)

A regular class has a minimum of four (4) and a maximum of seven (7) students.

A special class has a minimum of two (2) and a maximum of three (3) students.

Beginners (those students who cannot speak or can barely understand English) are advised to take 1-to-1 tutorials for the following reasons:
- The student has the undivided attention of the tutor.
- Lessons can be tailored to suit the student's needs and learning speed.

Class Schedule

CIESOL online courses run for three (3) consecutive weeks with 2-hour sessions per day for five days in a week for a total of 30 hours per month (3 weeks x 2 hours x 5 days = 30 hours). Regular class days are from Monday to Friday, and the time slots for the standard class schedules are as follows:
- 8:00 to 10:00 AM (Philippine Standard Time) OR 9:00 to 11:00 AM (Japan Standard Time)
- 10:15 AM to 12:15 PM (PST) OR 11:15 AM to 13:15 PM (JST)
- 1:15 to 3:15 PM (PST) OR 14:15 to 16:15 PM (JST)

Tutorial (1-to-1) classes may be offered outside of the regular time slots and are subject to teacher availability.

CIESOL 2024 Calendar (Tentative / Subject to change)

ENROLLMENT DATES	CLASS DAYS
December 11 – 21, 2023	January 8 – 26
January 15 – 26	February 5 – 23
February 12 – 23	March 4 – 22
March 11 – 22	April 3 – 25
April 15 – 26	May 6 – 24
May 13 – 24	June 3 – 25
June 17 – 28	July 8 – 26
July 15 – 26	August 5 – 27
August 19 – 30	September 9 – 27
September 16 – 27	October 7 – 25
October 14 – 25	November 4 – 22
November 11 – 22	December 2 – 20

H O L I D A Y S

January 1 (Mon)	– **New Year's Day**	June 16 (Sun)	– *Eidul Adha*
February 10 (Sat)	– **Chinese New Year**	June 24 (Mon)	– **Manila Day**
March 27 (Wed)	– **Holy Wednesday**	August 21 (Wed)	– **Ninoy Aquino Day**
March 28 (Thurs)	– **Holy Thursday**	August 26 (Mon)	– **National Heroes Day**
March 29 (Fri)	– **Good Friday**	November 1 (Fri)	– **All Saints' Day**
March 30 (Sat)	– **Black Saturday**	November 2 (Sat)	– **All Souls' Day**
April 9 (Tues)	– *Araw ng Kagitingan*	November 30 (Sat)	– **Bonifacio Day**
April 10 (Wed)	– *Eidul Fitr*	December 8 (Sun)	– **Feast of Immaculate Conception**
May 1 (Wed)	– **Labor Day**		
June 12 (Wed)	– **Independence Day**	December 25 (Wed)	– **Christmas Day**
		December 30 (Mon)	– **Rizal Day**

IMPORTANT:

Online registrations are accepted on a first-come, first-served basis. Enrollees for regular classes will no longer be accepted after the scheduled enrollment days. Only those enrolling for tutorials (1-to-1) or special classes will be entertained by the CIESOL Office after the scheduled enrollment days.

Advantages of Taking CIESOL Courses Online

1. Flexibility. Students have the freedom to juggle their studies and other commitments because they are not tied down to a fixed location.
2. Reduced Costs. Students can save a considerable amount of money (i.e., no need to purchase plane tickets, apply for Special Study Permit and ACR I-Card, as well as pay for board and lodging expenses).

Price Quotation for Online (Face-to-screen) Classes ONLY

New Rate	Tutorial (1-to-1)	Special (2 to 3 Students)
Course fee (30-hour Class)	PHP 28,500	PHP 15,000
AnimoSpace fee	700	700
Registration fee	400	400
Assessment fee	200	200
TOTAL	**PHP 29,800**	**PHP 16,300**

New Rate	Regular Class (4 to 7 Students)		
	1 Class Only	**2 Classes**	**3 Classes**
Course fee (30-hour Class)	PHP 11,400	PHP 22,800	PHP 34,200
AnimoSpace fee	700	700	700
Registration fee	400	400	400
Assessment fee	200	200	200
TOTAL	**PHP 12,700**	**PHP 24,100**	**PHP 35,500**

Note: Fees are subject to change without prior notice.

Tuition is determined by the number of credit hours. Since the exchange rate in the money market constantly changes, the conversion from Philippine Pesos (PHP) to US Dollars (USD) will be computed on the payment date and reflected in the Statement of Account.

Enrollment Requirements and Procedure (For students based abroad):

1. Fill-out the **Student Information Sheet** via Google Forms.
2. Provide all the necessary information and submit the following via email:
   - 2x2 ID picture
   - Scanned copy of Passport biopage (the page with biographical data, such as: name, date of birth, passport number, expiration date, etc.) for verification purposes
3. Complete/take online placement test/s (depending on which ESOL course/s the student intends to enroll in).
4. Undergo an initial interview (via Zoom) to assess the appropriate level of instruction to be provided.
5. Wait for the Statement of Account to be prepared and sent by the CIESOL Office Assistant through email.
6. Send a copy of the proof of transfer payment through email.
7. Wait for a scanned copy of the Official Receipt to be issued upon confirmation of the payment at the DLSU Finance and Accounting Office.

Payment

Tuition and other fees can be paid immediately upon registration. Payment may be made by bank transfer and must be received in full no later than ten calendar days before the start of classes.

Bank Details:
Account Number (USD): 104580228807
Account Name: DE LA SALLE UNIVERSITY, INC.
Bank Name: BDO Unibank, Inc.
Bank Address: 2422 Taft Avenue Malate Manila 1004
Swift Code: BNORPHMM

Additional Enrollment Requirements and Procedure
(For students based in the Philippines while taking CIESOL virtual/online classes):

IMPORTANT:

Walk-ins must wait for a duly approved **Special Permit for Campus Access (SPCA)** before coming to the CIESOL Office to submit the following documents for checking.

For tourist visa – 9A (with existing and valid ACR I-Card)

A. To be provided by the student applicant:
- Original passport and I-Card
- Photocopy of valid passport and recent entry visa with at least one-month validity
- Photocopy of valid I-Card
- Three (3) 2x2 colored photos with white background (without eyeglasses)

B. Available at the CIESOL Office:
- General Application Form
- Letter of Request
- Letter of Acceptance
- One (1) long folder with plastic fastener **(Php 20.00)**

Application Procedure for Special Study Permit (SSP)

1. Prepare the following documents and have them checked by CIESOL Office Assistant/s:
- General Application Form duly accomplished by the student applicant
- Photocopy of valid passport, recent entry visa with at least one-month validity, and valid I-card (if available)

- Three (3) 2x2 (51x51 mm) colored photos with white background (without eyeglasses)
2. Pay the following **SSP fee** (subject to change without prior notice) through the DLSU-Accounting Office.
   SSP without ACR I-Card **(Php 7,000)** – for those who will study for one (1) month only
   SSP with ACR I-Card **(Php 9,000)** – for those who will study for two (2) or three (3) months
3. Submit the yellow copy of SSP payment receipt to CIESOL Office.

IMPORTANT NOTE:

- Only the Special Study Permit (SSP) will be processed by the DLSU International Center (IC).
- Tourist Visa extension should be done by the student at the Philippine Bureau of Immigration Office, Magallanes Drive, Intramuros, Manila.

For non-tourist visa – 9D, 9E, 9F (DLSU issued), 9G (Missionary/Working Visa), 47a2, SIRV, SRRV, Balikbayan Visa

- One (1) photocopy of valid passport and visa
- One (1) 2x2 photo for file purposes

For Filipinos

- One (1) photocopy of any valid ID
- One (1) 2x2 photo for file purposes

Certificate of Completion

All participants are expected to attend online classes beginning the first day of instruction. Those who meet the minimum attendance requirement (80% = 24 hours) will be awarded a Certificate of Completion and a progress report at the end of the program.

Perfect (100%) attendance in online classes is highly encouraged.

Certificates cannot be issued for the following reasons:
- If the student has incurred more than three (3) unexcused (without prior approval from your teacher/tutor) absences (20% = 6 hours); and/or
- If enrollment requirements have not been completed.

Contact Details

Please do not hesitate to contact the following point persons for any further information:

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