

VIN-TER

CONNECTING
CULTURES

CONGRATULATIONS!

You are now officially a Vin-Ter Learner, and we are excited to welcome you to our community.

This guide has been carefully prepared to help you understand the key academic and administrative information you need for a smooth and successful learning experience. Inside, you will find important details about your classes, policies, procedures, and the support services available to you.

Our goal is to ensure that you take full advantage of all the benefits and opportunities Vin-Ter Language School offers. We are committed to supporting you every step of the way as you grow in confidence and fluency.

Thank you for choosing us to be part of your language journey. We look forward to guiding you through this exciting new learning adventure!

Welcome aboard!

¹ This document is provided to Vin-Ter Students, Instructors and administrative representatives. Any distribution of this document not authorized by Vin-Ter Language School will be under any penalty by federal law. For more information visit us at www.vinterlanguageschool.com

CONTENT

1. Levels at Vin-Ter Language Schools
2. Programs and Modalities
3. Methodology
4. Evaluation and Testing system
5. Language Knowledge Assessment Test
6. Attendance
7. International Testing
8. Administration Procedures
9. Registration System
10. Benefits and Scholarships
11. General instruction

1. LEVELS AT VIN-TER LANGUAGE SCHOOL

The Teens and Adults Programs are offered at three levels. The following chart will break down all the information to help you understand the journey:

LEVEL	UNIT	European Levels	GOAL
Beginners	6	A1	<ul style="list-style-type: none"> - You can understand and use basic phrases and expressions. You can communicate in simple ways. - You can take part in simple exchanges on familiar topics. - You can understand and communicate routine information. - You can make and respond to suggestions.
	6	A2	<ul style="list-style-type: none"> - You can communicate in situations and use simple language to communicate feelings, opinions, plans, and experiences. - You can communicate easily with native speakers. - You can express more complex ideas and topics.
Intermediate	6	B1	<ul style="list-style-type: none"> - You can understand and use a wide range of the language. - You can use the language very easily and effectively for social and academic purposes. - You can understand almost everything you hear and read. - You can communicate very fluently and precisely in a complex situation.
	6	B2	<ul style="list-style-type: none"> - You can understand and use a wide range of the language. - You can use the language very easily and effectively for social and academic purposes. - You can understand almost everything you hear and read. - You can communicate very fluently and precisely in a complex situation.
Advance	6	C1	<ul style="list-style-type: none"> - You can understand and use a wide range of the language. - You can use the language very easily and effectively for social and academic purposes. - You can understand almost everything you hear and read. - You can communicate very fluently and precisely in a complex situation.
	6	C2	<ul style="list-style-type: none"> - You can understand and use a wide range of the language. - You can use the language very easily and effectively for social and academic purposes. - You can understand almost everything you hear and read. - You can communicate very fluently and precisely in a complex situation.

Vin-Ter also offers the following Program for those who would like to have an academic level in the target language (this program is provided after finishing the advanced level).

Program	Units	Description
Speaking 1	3	Understand the phonetics of the language
Speaking 2	3	learn about speech and recitation
Introduction to Academic Writing 1	4	Introduction to writing (stories, journeys, and more)
Academic Writing 2	4	Introduction to the academic writing system (APA) and other aspects of writing
Academic writing 3	3	Composing academical writing

For schedule, dates, and other related information check on the website at www.VinTerLanguageSchool.com

2. PROGRAMS AND MODALITIES

At Vin-Ter we have a wide range of scheduling and frequency for each program. This document is designed to help you understand the different modalities that Vin-Ter offers. On the chart attached, you will be able to see a breakdown for each program.

Program	Frequency of Classes	Duration
Beginners, Intermediate and Advanced Levels	Regular program Monday, Wednesday & Friday	1h30mins each session Total of 4hrs 30mins weekly
	Weekend Programs Saturdays and Sundays	2hrs 25mins every Saturday or Sunday
	Intensive programs Monday, Wednesday & Friday	3hrs each session Total of 9hrs weekly

Beginners, Intermediate and Advanced Levels	Intensive Weekend Programs Saturdays or Sundays	4hrs 30mins every Saturday or Sunday
--	---	--------------------------------------

Program	unit	Duration
Every program is divided into units	1	18 hrs. per unit
Regular Program	1 unit is completed in 4 weeks	4hrs 30mins in a week
Intensive Program	2 units completed in 4 weeks	9hrs in a week
Weekend Program	1 unit completed in 8 weeks	2hrs 25mins in a week
Weekend Intensive Program	1 units completed in 4 weeks	4hrs 30mins in a week

These programs are provided as distance learning (online) and in-person (face-to-face). For scheduling, please visit us at www.vinterlanguageschool.com

3. METHODOLOGY

At Vin-Ter Language School you will be taught in a Total Immersion Learning Methodology, provided by our highly well-trained and experienced Language Instructors and native of the target language.

We will provide an access credential for your own-paced learning studies and homework. Our independent learning digital platform will allow you to have access to your level material and assignments given and monitored by your instructor.

How can you log in to your account?

Our registration office will provide you with your unique credentials and steps to do so.

To request your credentials, please email us at info@vinterls.com

4. EVALUATION AND TESTING SYSTEM

you will be constantly evaluated to ensure the understanding of all topics being taught in class.

Besides the practice and daily evaluation, you as the student need to take a final unit test to continue to the next level.

You will also receive a “Student Performance Card” at the end of every regular unit or every 4 weeks for those taking the weekend program.

Understanding scoring at Vin-Ter Language School

The following chart shows a breakdown of the scoring and its meaning. This system will be used when evaluating the performance of students in three aspects of the language scoring system (LISTENING, WRITING, AND SPEAKING)

Scores awarded to students	In Letters	Meaning
8 – 10	A	Excellent Performance
5 – 7	B	Good Performance
1 – 4	C	In developing to satisfactory performance
0	D	Absent

It is required that students get a minimum of 25 points and a maximum of 30 points to be able to continue to the next level, if that student does not meet the minimum points required, students must re-take the unit.

A student who has successfully completed the program will automatically be given a Vin-Ter certification and could also take the international test to accredit his/her level.

5. LANGUAGE KNOWLEDGE ASSESSMENT TEST

The assessment test will be provided for those with an understanding of the target language and will be placed on the right language level after evaluation.

This Language Knowledge Assessment Test is divided into two parts

1. Part one (Reading and Writing)
2. Part two (Listening and Speaking)

For those students who have stopped taking classes for over three months, they will be required to take the Language Knowledge Assessment Test to continue with the process of enrolling into classes. For those seeking to take the test, please visit our website at www.VinterLanguageSchool.com

6. ATTENDANCE

At Vin-Ter Language School, we promote the value of time for you and our instructors.

1. For the “Regular Program”, a maximum of three absences is allowed, for more than three absences the student will automatically fail the unit.
2. For the “Weekend Program”, a maximum of one absence is allowed, for more than one absence the student will automatically fail the unit.

7. INTERNATIONAL TESTING

Our Vin-Ter Students who have started the program from the beginning to the end of the program will be exempt from paying to take the international test.

For any information on what type of examination your kid will need, please contact us through email at exams@vinterls.com [Subject: International testing info].

Those who have not started the program from the beginning will have 20% off for being part of the Vin-Ter Language School alumni.

For more information, please contact us at exams@vinterls.com [Subject: International Testing info]

8. ADMINISTRATION PROCEDURES

For any of the programs that you would like to start taking with us, please keep in mind that you will need to talk to one of our counselors before enrolling in a program.

You can contact us at www.VinTerLanguageSchool.com and select “CONTACT US” for one of our representatives to get in touch with you.

9. REGISTRATION SYSTEM

Once you are sure about the right program for you. You are welcome to visit our website and choose one of the programs.

You will be provided with a Vin-Ter Learner's ID number that will be used for any transaction, library access, and more.

Our website is designed to be easy and quick to use, however, we understand that some technical issues might occur and for that reason, our sales department is always excited to help you out, the only thing you need to do is:

1. Click on the chatbot to get help and you will be connected to an agent.
2. Choose the option of help method (phone call/or chat)
3. Your Vin-Ter Learner ID will be required.
4. Submit your payment
5. Enjoy your first day in class

Once you have completed everything required by the administration and enrollment office, a new Icon of your program will appear and have all the information and access such as the online Class access, platforms, and more.

10. BENEFITS AND SCHOLARSHIPS

Vin-Ter Language School provides several Benefits and Scholarships for you and your families. You can find more information about it on our website at
<https://www.vinterlanguageschool.com/benefits-scholarships>

11. GENERAL INFORMATION

When entering and exiting the facilities:

Students must present their Vin-Ter Learner's Identification Card (Vin-ID) to enter any Vin-Ter Center. If an ID has not been provided by the admission office yet, proof of your current tuition payment will facilitate the student's entry, otherwise, Vin-Ter security may deny entering the center.

Entry is prohibited with weapons and any object that threatens the integrity of our students or staff members.

Students must remain within our facilities only during class hours.

It is the responsibility of any parents or guardians to pick them up punctually at the end of the class session. Vin-Ter Language School does not count as an area of nursery; therefore, our Institution is not responsible for the care of students outside of academic hours.

If for any reason the student must leave the center before the end of the class, you must authorize it personally.