

# Welcome Book



**NEW YORK CITY**

**LANGUAGE SCHOOLS**

**2017 - 2018**



OHC New York prides itself first and foremost on being built on a foundation of excellence in language teaching and teacher training, therefore providing you- our students - with a quality language education.

In addition to having qualified and professional language teachers, OHC New York is also proud to offer its students the prime location of a world-class language centre in Chelsea, Midtown Manhattan, just a short walk from the famous High Line, Flatiron Building, Madison Square Garden, and the Empire State Building!

Studying at OHC New York is an exciting and stimulating experience, offering you the chance to learn English all while experiencing the real New York City!

## OHC - New York City Contact Information

**Address:**

226 West 26th Street  
9th Floor  
New York, NY  
U.S.A.

**Tel:**

+1-212-732-0288

**Fax:**

+1-646-219-7759

**Website:**

[www.ohcenglish.com](http://www.ohcenglish.com)

**Email:**

[newyork@ohcenglish.com](mailto:newyork@ohcenglish.com)

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## School Information

**Nearest Major Intersection:**  
7th Avenue and 8th Avenue

**School Phone No.** 1-212-732-0288  
**School Fax No.** 1-646-219-7759

**Emergency Housing & Airport Pickup No.**  
1-617-716-9288

**General School E-mail:**  
newyork@ohcenglish.com

**Hours of Operation:** 8:30am - 6:00pm



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**Nearest Hospital: Mount Sinai Hospital**  
1-212-683-2017

**Nearest Clinic: City MD**  
1-212-315-2330

**Nearest Police Station: New York Police Dept.**  
1-212-767-8400

**Emergency Police:** 911



Oxford House College - 226 West 26th Street



City MD- 315 W 57th Street



New York Police Department - 306 W 54th Street



Mount Sinai Hospital - 12 W 29th Street

The Metropolitan Transportation Authority is North America's largest transportation network! MTA busses, subways, and railways provide a convenient way for you to get around at an affordable rate. This is often the quickest mode of transportation, and can take you anywhere in the city.

For more information on fares and routes, please visit: [www.mta.info](http://www.mta.info)

## Prices Effective January 1, 2015

	Transport Type	Fare
<b>Subway and Bus</b>	<b>Local Bus</b>	<b>\$2.75</b>
	<b>Local Subway</b>	<b>\$2.75</b>
	<b>Single Ride</b>	<b>\$3.00</b>
<b>Express Bus</b>	<b>Express Bus</b>	<b>\$6.50</b>
	<b>Reduced-Fare (off-peak-only)</b>	<b>\$3.25</b>
	<b>Express Bus 7-Day pass</b>	<b>\$57.25</b>
<b>Discounts Passes</b>	<b>7-Day Unlimited Pass</b>	<b>\$31.00</b>
	<b>30-Day Unlimited Pass</b>	<b>\$116.50</b>

TIME	COMMENT
9:00am - 9:15am	Welcome
9:15am - 10:30am	Orientation Documents & Placement Test
10:30am - 10:45am	Break
10:45am	Class

## OHC NYC Timetable

<b>Period 1</b>	<b>9:00am - 10:30am</b>
-15 Minute Break-	
<b>Period 2</b>	<b>10:45am - 12:00pm</b>
-30 Minute Break-	
<b>Period 3</b>	<b>12:30 – 1:25pm</b>

Note: Students traveling on Tourist Visas do not attend the final class on Friday afternoon (12:30 – 1:25PM).

## 1. English Only

You must speak English at all times in the school and during school activities.

## 2. Punctuality

You must arrive to all of your classes on time. You cannot enter a class if you are late. There is a 15 minute grace period for your first class and 0 minute grace period for every period thereafter.

## 3. Attendance

You must have an 80% or higher attendance record to remain in “Good Standing” and to receive your graduation certificate.

## 4. Progress Assessment & Level Progression

You will have a test every 4 weeks of your course. Test results are aligned with the Common European Frame (CEFR). See OHC levels below. Students are generally expected to progress to the next level of study within 150 - 200 hours of study.

## OHC Levels

**Basic User** (CEFR A1 - A2+); **Independent User** (CEFR B1 - B2) and  
**Advanced User** (CEFR B2+ - C1)

## 5. Level Repeating

All students who are required to repeat a level (additional 12 weeks) are informed in writing that they have not met the expected progression and an individual learning plan will be made with the student. If the student does not meet the conditions of the academic probationary learning plan after the additional 12 weeks (24 weeks at the one level), the student will be advised in writing that they are to be dismissed for failing to maintain status and their study visa will be terminated



## **5. Behaviour in the School**

Although we love having a good time, we will under no circumstance tolerate behaviour that makes anyone feel uncomfortable, fellow students or school staff. We will not tolerate racism, sexism, or any form of discrimination that will negatively affect our school atmosphere and displays of disrespect for your classmates.

## **6. No Smoking**

There is absolutely no smoking anywhere in the school. Smoking can be done in the designated area outside of the school.

## **7. Receiving Mail or Packages**

If you're expecting mail at the school, it will be at the front desk. We are not responsible for lost or undelivered mail. We can receive packages for you at the front desk, but we will not pay for packages that require on the spot duty payments. Make sure you notify us if you are expecting a package.

## **8. Requesting Documents**

If you need any official documents such as a reprint of your transcript, certificate, or letter of acceptance, fill out a document request form at the front desk and submit it at least 24 hours before you need the document. Your document will be prepared for you and available at the front desk within 24 hours. There may be a fee to reissue some documents.

## **9. Phone**

Students can make local or overseas phone calls on the school phone



## 1. Taxes:

Generally the price you see on an item is before taxes. The amount of sales tax depends on the state.

## 2. Banks:

To open a bank account, you need at least 2 forms of identification (your passport, international driver's license and/or a credit card) and an Oxford House College Enrolment Confirmation Letter.

Please ask the front desk for this form. Most banks have special student accounts. Also, always ask if there are any service charges that may apply to your account.

## 4. Drinking Alcohol:

The legal drinking age is 21 years old. Bars and clubs will ask you to provide government issued identification (ex. Passport) to enter. A bottle of beer will cost you about \$3.00 in the store and about \$9.00 in bars or restaurants.

## 5. Tipping:

It is customary to give tips to your servers in restaurants and bars (15%-20% of your meal cost), taxis, and hairdressers (10%-15%). Check with your home stay family, teacher, or friends if you are not sure.

## 6. Electric Current:

The standard voltage in North America is 110V. To make sure you are able to use all of your electronic devices, be sure to bring a converter and adapter with you or buy one here. This website will show you voltage from every country: [www.kropla.com/electric2](http://www.kropla.com/electric2)

## 7. Water:

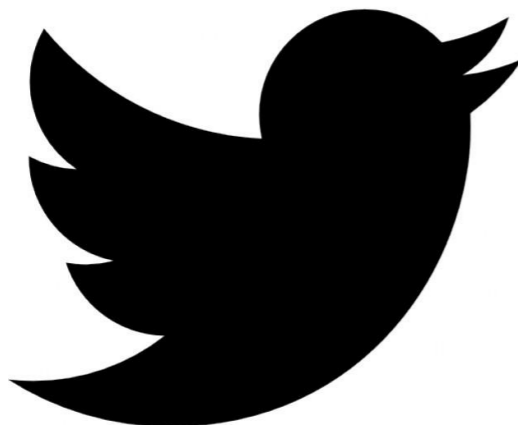
Water in North America is chemically treated and is very safe to drink. There is no need for you to spend money on bottled water.



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[www.facebook.com/OHCUSA/](http://www.facebook.com/OHCUSA/)



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@ Twitter @ohcEnglish