

## 2022 CATALOG ADDENDUM

### Course Withdrawals (Revision on page 21 – EFFECTIVE 4/1/2022)

Remove mention of Week 1 & 2 and modify paragraph below to read, *“Students who wish to withdraw from a course during the first thirty school days will be considered a cancel.”*

### Constitution Day (Addition on page 29 – EFFECTIVE 4/1/2022)

*“This day commemorates the September 17, 1787 signing of the United States Constitution. The school celebrates this day by holding an educational program for students where information is shared with students and activities are conducted in classrooms aiming at educating on the role of the U.S. Constitution and the importance of this document in setting the system of government in the country and the rights and responsibilities of citizens.”*

### Library Policies (Addition on page 9 – EFFECTIVE 4/1/2022)

*“Please note that copyrighted materials must be used in conformance with applicable United States copyright and other laws. Downloading or distributing copyrighted material, e.g. documents, books, programs, music, movies, videos, text, etc., without permission from the rightful owner violates the United States Copyright Act. Further, the copying of digital copyrighted materials, such as third-party software, without the express written permission of the owner of the proper license is illegal, unless use of the material is qualified as “fair use,” according to the definition in 17 USC §107.”*

### CPR Training (addition on page 13 – EFFECTIVE 6/7/2022)

*“CPR training is provided as a one-time courtesy to students in the Surgical Technology, Medical Assistant, Dental Assistant, and Physical Therapy Aide/Massage Therapist programs. Students in all other medical programs may also take CPR training as a one-time courtesy if schedule permits. Please note that priority to register for CPR training is given to students in the Surgical Technology, Medical Assistant, Dental Assistant, and Physical Therapy Aide/Massage Therapist programs as their externship modules require possession of a CPR card before start, unless externship sites for any other program also require a CPR card. Please also note that, due to the fact that CPR training is a one-time courtesy service to students, it is not charged separately and does not factor into the structure of the tuition at the school.”*

### Credit for Previous Training (Addition on page 13 - EFFECTIVE 6/7/2022)

*“Please note that no credit for previous training may be transferred to the Physical Therapy Aide/Massage Therapist program due to the stringent hour requirements set by the California Massage Therapy Council CAMTC.”*

### Repeated Modules or Courses (Removal on page 19 – EFFECTIVE 6/7/2022)

The phrase *“Students may repeat a failed course or module only once.”* is removed.

### Attendance Policy (Addition on page 22 - EFFECTIVE 6/7/2022)

*“Distance education attendance requires completion of assigned work and building competencies in lieu of physical presence.”*

### 2022 Program Costs (Revision on page 68 to add laptop fee - EFFECTIVE 6/7/2022)

	SURGICAL TECHNOLOGY Diploma / AOS	PHARMACY TECHNICIAN	PHYSICAL THERAPY AIDE / MASSAGE THERAPIST	MEDICAL ASSISTANT
Length of Program (Total Hours including outside preparation hours) & Credits	78 weeks (2250) 118 credits	36 weeks (1010) 50 credits	36 weeks (1010) 50 credits	36 weeks (1010) 50 credits

<b>Tuition</b>	\$36,445.00	\$15,995.00	\$15,995.00	\$15,995.00
<b>STRF (Non-Refundable)</b>	\$92.50	\$40.00	\$40.00	\$40.00
<b>Uniforms</b>	3 sets (included)	2 sets (included)	2 sets (included)	2 sets (included)
<b>Credential Exam Fee / Equipment</b>	CST Exam Fee (included)	PT State Reg. Fee / Live scan (included)	CAMTC Exam Fee / Massage Kit (included)	Medical Assistant Kit (included)
<b>Laptop Fee</b>	\$150.00	\$150.00	\$150.00	\$150.00
<b>Registration Fee (Non-Refundable)</b>	\$100.00	\$100.00	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$36,787.50</b>	<b>\$16,285.00</b>	<b>\$16,285.00</b>	<b>\$16,285.00</b>
<b>Discounted Total Price</b> (Available only to eligible students referred by eligible agencies)	<b>\$19,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>

	<b>MEDICAL BILLING &amp; CODING</b>	<b>VETERINARY ASSISTANT</b>	<b>DENTAL ASSISTANT</b>	<b>HVACR</b>	<b>CADD/BIM</b>
<b>Length of Program (Total Hours including outside preparation hours) &amp; Credits</b>	<b>36 weeks (1010) 50 credits</b>	<b>36 weeks (1010) 50 credits</b>	<b>36 weeks (1020) 48 credits</b>	<b>36 weeks (990) 54 credits</b>	<b>36 weeks (990) 54 credits</b>
<b>Tuition</b>	\$15,995	\$15,995	\$15,995	\$15,995	\$10,000
<b>STRF (Non-Refundable)</b>	\$40.00	\$40.00	\$40.00	\$40.00	\$25.00
<b>Uniforms</b>	2 sets (included)	2 sets (included)	2 sets (included)	2 sets (included)	2 sets (included)
<b>Credential Exam Fee / Equipment</b>	N/A	Veterinary Assistant Kit (included)	N/A	N/A	N/A
<b>Laptop Fee</b>	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
<b>Registration Fee (Non-Refundable)</b>	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$16,285.00</b>	<b>\$16,285.00</b>	<b>\$16,285.00</b>	<b>\$16,285.00</b>	<b>\$10,275.00</b>
<b>Discounted Total Price</b> (Available only to eligible students referred by eligible agencies)	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>\$9,995.00</b>	<b>N/A</b>

### **Dress Code (Addition on page 23 – EFFECTIVE 8/1/2022)**

*“Please note specific programs may have specific rules regarding dress code, grooming, hygiene, and personal appearance in general. Program specific rules will be described in the corresponding course syllabi.”*

### **Refund Policy (Revision on page 25 – EFFECTIVE 8/1/2022)**

*“After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.*

*Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** are not returnable. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment received in new and unused condition. If you withdraw from school after the cancellation period, the refund policy described above will apply. If you received financial aid funds you are entitled to a refund of moneys not paid from financial aid funds if the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. See Refunds section*

*below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it.*

*Official withdrawal date is on the student's notification or school's determination.*

***Determination of withdrawal from school:*** *The withdrawal date shall be the last date of recorded attendance.*

*The student would be determined to have withdrawn from school on the earliest of:*

- *The date you notify a School Official of your intent to withdraw.*
- *The date the school terminates your enrollment due to academic failure or for violation of its rules and*
- *The date you fail to attend classes for fourteen consecutive calendar days.*
- *The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.*

**2022 Program Costs (Revision on page 68 – EFFECTIVE 8/1/2022)**

Delete phrase "NON REFUNDABLE" next to Registration Fee.