

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.”*

Class Size (Addition on page 9- EFFECTIVE 4/1/2022)

Addition of line for lab class sizes, to read: *“The typical number of students in a laboratory practical application setting is 20 students. The Surgical Technology program laboratory maximum is 10 students and the lab ratio for the Pharmacy Technician program is 12:1, except when performing sterile compounding when the ratio is 8:1.*

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.”

Physical Therapy Aide/Massage Therapist Program Delivery Method (Revision on page 40 – EFFECTIVE 6/6/2022)

Revise Delivery Method paragraph, to read: *“This program is delivered only in a residential format, which requires that students physically attend all required classes/modules.”*

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

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

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 policies stated in the catalog.*
- *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.

Program Offerings / Healthcare Programs (Correction on page 5 – EFFECTIVE 8/8/2022)

Typo in Total Clock Hours for Surgical Technology AOS Degree program corrected from 2040 to 2250, and Total Clock Hours for Surgical Technology Diploma program corrected from 2250 to 2040.

Massage Therapy Certification Disclosure (Revision on page 14 – EFFECTIVE 8/8/2022)

Revision of date when MBLEX for CAMTC certification will be required is changed from 1/1/2021 to 1/1/2027.

Pharmacy Technician Licensure (Addition on page 14 – EFFECTIVE 8/8/2022)

The school has not determined whether your training at ACHT will meet licensure requirements in any state other than California. Determination of the physical location of a student is based upon the address provided by the student in the enrollment agreement.

Ability to Benefit Students (Revision on page 12 – EFFECTIVE 8/13/2022)

Minimum scores changed from 200 on the verbal exam and 210 on the quantitative exam of the Wonderlic Basic Skills Test to 233 on the Reading section, 235 on the Writing section, and 230 in the Arithmetic section of the Accuplacer ATB exam. Also, references to Wonderlic are replaced by Accuplacer.

State License / Accreditation (Revision on page 7 & 27 – EFFECTIVE 9/1/2022)

Accrediting Bureau of Health Education Schools ABHES address changed to 6116 Executive Blvd, Suite 730, N. Bethesda, MD 20852; ABHES new phone number is 301-291-7550

Cancellation Policy (Revision on page 25 – EFFECTIVE 9/19/2022)

Revised policy will read as follows: “The student has the right to cancel the enrollment agreement and obtain a full refund of charges paid through the thirtieth day after the first scheduled day of class. Cancellation is effective on the date written notice of cancellation is sent. The notice of cancellation shall be in writing and submitted directly to the school, and the withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance. If the institution provided the first lesson or materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student’s return of the materials, when applicable. Enrollment may be automatically cancelled if a student is absent for three days out of the first five days of class. The student may cancel the enrollment agreement in one of two ways: by submitting a written request postmarked on or before the cancellation period to Campus Registrar, 11801 Pierce St # 100, Riverside, CA 92505 OR by sending an email from the student’s email address on file with the school requesting cancellation on or before the applicable time period to mtoro@ach.edu.”

Refund Policy (Revision on page 25 – EFFECTIVE 9/19/2022)

Revised policy will read as follows: “: In addition to a Student’s Right to Cancel, if you withdraw from the school after starting, you may be entitled to a pro-rata refund of the charges provided you attended 60% or less of the payment period you withdrew from. For example, if you completed 50% of the payment period prior to withdrawing, you would be eligible for a refund of 50% of the charges for the payment period. If you completed 70% of the payment period, you will not be entitled to a refund due to completing more than 60% of the payment period.

If federal financial aid funds were awarded, a similar calculation will also take place to determine the amount of financial aid funds earned by the student for the time they attended the school. If a student completes more than 60% of the payment period for which the federal funds were awarded, the student will have earned 100% of the funds awarded for the payment period. If a student completes 60% or less of the payment period, a calculation will be completed to determine the amount of funds earned. Any unearned funds will be returned. If the amount of funds earned does not cover the charges in the payment period, you may still owe the school for the difference. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: the student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later; the institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School; the student has failed to attend class for 14 consecutive calendar days; or, the student fails to return from a leave of absence.

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 policies stated in the catalog.
- 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.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If a student defaults on a federal or state loan, both of the following may occur: The federal or state government

or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; OR, the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Any excess funds on a student's account will be refunded within 45 days of withdrawing from the school."