1999-2000 CATALOG
National Institute
of Technology
Wyoming1299

2620 Remico Southwest
Wyoming, Michigan 49509
(616) 538-3170

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and Colleges of Technology and
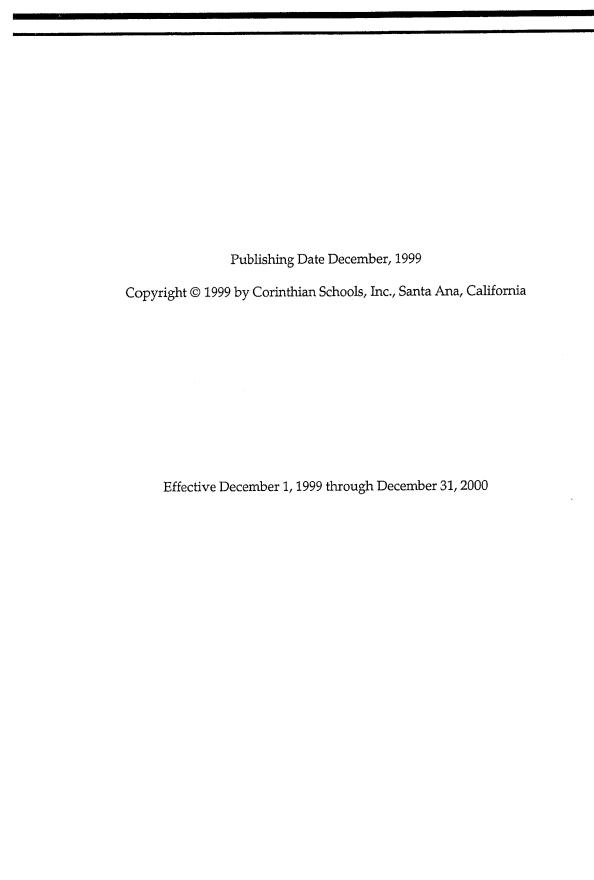Licensed by the Michigan Department of Education.

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About Corinthian Schools, Inc.

This school is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California and schools in various states, CSi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training which meets the current needs of business and industry. Under CSi ownership, the school will maintain its long-standing reputation for innovation and high-quality private vocational education.

School History and Description

National Institute of Technology in Wyoming, Michigan, was originally a member of RETS Electronic Schools and was first licensed by the Michigan Department of Education in 1956. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The school was acquired by Corinthian Schools, Inc. in September 1995. The name of the school was changed to National Institute of Technology on June 30, 1996.

The campus occupies approximately 14,000 square feet and contains nine large classrooms designed for theory and laboratory instruction, eight administrative offices, a library containing reference and reading materials related to the academic programs, student lounge and restrooms.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The campus is located between Byron Center and Ivanrest in the cul-de-sac on Remico, south of 28th Street. Ample parking is available in the three parking lots adjacent to the school buildings.

Educational Philosophy

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty, and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:
- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

Statement of Non-Discrimination

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The school president is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the school president. The school president must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the CSi Student Help Line, (800) 874-0255.

Accreditations, Approvals and Memberships

This school voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private school administration.
- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Licensed to operate by the State of Michigan, Department of Education.
- Authorized under federal law to enroll nonimmigrant alien students.
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study programs.
- Member of the Electronics Technicians Association (ETA).
- Member of the National Vocational-Technical Honor Society.
- Member of the National Association for Health Professionals.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

School accreditations, approvals and memberships are displayed in the lobby. The school president can provide additional information.

Administration

Max Berryhill	School President
Laurence Keshner	Education Director
Brenda Decker	Placement Coordinator
Lilly Applebach	Financial Aid Manager
Brenda Decker	Externship Coordinator

Faculty

Allied Health Department

Corene Edwards, B.P.S.	University of New Hampshire, Durham, NH
Judy Griffin, R.M.A.	National Institute of Technology, Wyoming, MI
Laura Joliffee	National Institute of Technology, Wyoming, MI
Leah Nicholas, C.M.A.	P.C.I. Institute, Indianapolis, IN
Sandy Rapson, L.P.N.	Lake Superior State, Sault Ste. Marie, MI

Technical Department

Doug Couval	DeVry Institute of Technology
Lee Hudson	Occupational Qualifications
Donald Langdon	National Institute of Technology, Wyoming, MI
Michael Mesnak, B.S.E.E.T.	DeVry Technical Institute, Columbus, OH
Jerry Nicholas	National Institute of Technology, Wyoming, MI

Hours of Operation

Office:

8:00 AM to	7:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School:

8:00 AM to	1:00 PM	Monday through Thursday	Morning
8:30 AM to	1:30 PM	Monday through Thursday	Morning
10:00 AM to	3:00 PM	Monday through Thursday	Midday
6:00 PM to	11:00 PM	Monday through Thursday	Evening

Academic Calendars

Class Schedules for Allied Health Programs
Day and Evening Schedule - Four Day Week (Monday through Thursday)

1999 Start Dates	1999 End Dates	2000 Start Dates	2000 End Dates
Jan 19 Tue	Feb 16 Tue	Jan 5 Wed	Feb 2 Wed
Feb 18 Thu	Mar 17 Wed	Jan 28 Fri	Mar 6 Mon
Mar 22 Mon	Apr 15 Thu	Feb 7 Mon	Mar 6 Mon
Apr 19 Mon	May 13 Thu	Feb 28 Mon	Apr 4 Tue
May 17 Mon	Jun 14 Mon	Mar 8 Wed	Apr 4 Tue
Jun 16 Wed	Jul 21 Wed	Mar 30 Thu	May 3 Wed
Jul 26 Mon	Aug 19 Thu	Apr 6 Thu	May 3 Wed
Aug 24 Tue	Sep 21 Tue	Apr 27 Thu	Jun 5 Mon
Sep 23 Thu	Oct 20 Wed	May 8 Mon	Jun 5 Mon
Oct 25 Mon	Nov 18 Thu	May 30 Tue	Jul 12 Wed
Nov 23 Tue	Dec 21 Tue	Jun 7 Wed	Jul 12 Wed
Dec 22 Wed	Jan 31, '00 Mon	Jul 13 Thu	Aug 9 Wed
		Aug 14 Mon	Sep 11 Mon
		Sep 13 Wed	Oct 10 Tue
		Oct 12 Thu	Nov 8 Wed
		Nov 13 Mon	Dec 11 Mon
		Dec 12 Tue	Jan 18, '01 Thu

Class Schedules for Electronics, Computer and Industrial Technology Program
Day Schedule - Four Day Week (Monday through Thursday)

1999 Start Dates	1999 End Dates	2000 Start Dates	2000 End Dates
Jan 4 Mon	Mar 30 Tue	Jan 11 Tue	Apr 5 Wed
		Jan 25 Tue	Apr 18 Tue
Apr 1 Thu	Jun 24 Thu	Mar 30 Thu	Jul 11 Tue
		Apr 10 Mon	Jul 11 Tue
Jul 6 Tue	Sep 30 Thu	Apr 24 Mon	Jul 25 Tue
		Jul 13 Thu	Oct 5 Tue
Oct 4 Mon	Jan 4, '00 Tue	Jul 27 Thu	Oct 19 Thu
		Oct 9 Mon	Jan 10, '01 Wed
		Oct 23 Mon	Jan 24, '01 Wed

Evening Schedule - Four Day Week (Monday through Thursday)

1999		2000	
Start Dates	End Dates	Start Dates	End Dates
Feb 25 Thu	May 19 Wed	Feb 28 Mon	May 18 Thu
May 24 Mon	Aug 24 Tue	May 22 Mon	Aug 22 Tue
Aug 26 Thu	Nov 18 Thu	Aug 24 Thu	Nov 16 Thu
Nov 22 Mon	Feb 24'00 Thu	Nov 20 Mon	Feb 26 Mon

Student Holidays

	1999	2000
New Year's Day	Jan 1	Jan 3
Martin Luther King, Jr.'s Birthday(observed)	Jan 18	Jan 17
President's Day (observed)	Feb 15	Feb 21
Spring Recess (allied health programs)	Apr 16	Apr 21
Memorial Day (observed)	May 31	May 29
Independence Day (allied health programs)	Jul 4	Jul 4
Independence Day (technical programs)	Jul 4-5	Jul 4
Summer Recess (day allied health programs)	Jun 25-Jul 5	Jun 29-Jul 7
Summer Recess (eve allied health programs)	Jun 25-Jul 5	Jun 29-Jul 7
Summer Recess (day technical programs)	Jun 25-Jul 5	Jun 29-Jul 7
Summer Recess (eve technical programs)	Jun 25-Jul 5	Jun 29-Jul 7
Labor Day	Sep 6	Sep 4
Thanksgiving	Nov 25-26	Nov 23-24
Winter Recess(day allied health programs)	Dec 21-Jan 1, '00	Dec 22-Jan 2, '01
Winter Recess(eve allied health programs)	Dec 22-Jan 3, '00	Dec 22-Jan 2, '01
Winter Recess (day technical programs)	Dec 24-Jan 1, '00	Dec 22-Jan 2, '01
Winter Recess (eve technical programs)	Dec 23-Jan 3, '00	Dec __-Jan __, '01

Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length. Modules for externship and evening electronic programs are approximately 8 to 12 weeks in length.

Electronics, Computer and Industrial Technology Program

Diploma Program - 12 Months
960 Clock Hours/78.0 Credit Units

The electronics industry is one of the fastest growing fields today. The scientific and technological revolution is creating numerous career opportunities. The demand for people with technical skills is growing twice as fast as for any other group. Locally opportunities exist for technicians with industrial electronics skills.

The Electronics, Computer and Industrial Technology Program is designed to satisfy students' desire to learn a technical skill in a field that has experienced rapid growth. The curriculum explores both the fundamentals and advanced theory in electronics, integrated circuits, microprocessors, computer technology, and industrial electronics. Laboratory experience is an integral part of the program. Students also receive a background in the fundamentals of digital computers and hands-on experience with test equipment.

Graduates of the program are qualified for entry-level positions such as industrial electronics technician, computer service technician, electronics laboratory technician, field service engineer, installation technician and electronics technician in communications, instrumentation, digital and computer electronics.

Upon successful completion of all areas of the 12-month program, a diploma will be awarded.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
D.C. and A.C. Electronics			
E 101	D.C. and A.C. Electronics Theory	130	13.0
E 103	Mathematics for D.C. and A.C. Electronics	20	2.0
E 104	D.C. and A.C. Circuits Lab	90	4.5
	TOTAL	240	19.5
Semiconductor Devices			
E 201	Semiconductors Theory	150	15.0
E 204	Semiconductors Lab	90	4.5
	TOTAL	240	19.5
Digital Electronics and Computer Software			
E 301	Digital Electronics and Computer Software Theory	150	15.0
E 304	Digital Electronics and Computer Software Lab	90	4.5
	TOTAL	240	19.5

Course Number	Course Title	Clock Hours	Credit Units
Computer Systems, Peripherals, and Industrial Electronics			
E 401	Computer Systems, Peripherals, and Industrial Electronics Theory	130	13.0
E 402	Professional Strategies	20	2.0
E 404	Computer Systems, Peripherals and Industrial Electronics Lab	90	4.5
	TOTAL	240	19.5
	PROGRAM TOTALS	960	78.0

Major Equipment

Analog/Digital Trainers
Computers
Digital Multimeters
Function Generators
Frequency Counters

Logic Analyzers
Oscilloscopes
Power Supplies
Printers
Programmable Logic Controllers

Course Descriptions

E 101 D.C. and A.C. Electronics Theory
130 Clock Hours/13.0 Credit Units

This course is designed to introduce the student to the field of electronics. Students become familiar with the safe use of tools and equipment used by electronics technicians. Electronic components, schematic symbols, and basic soldering are studied. Students practice circuit configuration using a protoboard. Sources of electricity, atomic theory, and the principles and practices of fundamental direct current (D.C.) theory are taught. The foundational concepts related to Ohm's Law, resistance, series circuits, parallel circuits, and series-parallel circuits for resistors are presented. The concepts of voltage drop and current drop will be presented using Kirchhoff's laws.

This course also provides an introduction to the principles and applications for alternating current (A.C.). The theory of alternating current, inductive reactance (XL), capacitive reactance (XC), and the sine waves for voltage and current are studied. The phase relations among resistive-inductive (R-L) circuits, resistive-capacitive (R-C) circuits, and R-L-C circuits in series and parallel circuits are analyzed. Diode Theory and related concepts are presented. Students learn about the operation of circuits involving diodes, clippers, and clampers. Prerequisites: High School Math

E 103 Mathematics for D.C. and A.C. Electronics
20 Clock Hours/2.0 Credit Units

This course introduces the concepts of electrical circuit network analysis. The student will learn the arithmetic and algebraic functions required to use Ohm's law and Kirchhoff's laws for current and voltage.

This course also introduces the principles and techniques for analysis of alternating current (A.C.) circuits. The student learns the algebraic and trigonometric functions required to perform analysis of A.C. electronic circuits using applicable laws of physics and vector analysis. Prerequisites: None

E 104 D.C. and A.C. Circuits Lab
90 Clock Hours/4.5 Credit Units
This course is designed to introduce the student to the safe use of hand tools and techniques of soldering used in the electronics industry. The student will construct lab projects involving series, parallel and series-parallel resistive circuits and the use of various test instruments such as VOMs, DVMs, signal generators, and power supplies. Students will complete a project to demonstrate the application of these skills and the ability to integrate key concepts related to D.C. circuits.

This course also provides the student with A.C. circuit applications. The student constructs lab projects involving series, parallel, and series-parallel resistive-capacitive, resistive-inductive, and resistive-capacitive-inductive circuits while using various test instruments such as analog volt-ohmmeters, digital multimeters, signal generators, oscilloscopes and power supplies to analyze these circuits.
Prerequisites: None

E 201 Semiconductor Theory
150 Clock Hours/15.0 Credit Units
This course introduces the student to the principles of semiconductors and linear integrated circuits. The student learns the underlying principles of bipolar and field effect transistors, devices and applications The operational amplifier is explored in depth, and the applications of the operational amplifier in D.C., summing amplifiers, difference amplifiers, filters, oscillators and other integrated circuits are presented. 555 timer circuits and basic phase-locked loop circuits are presented. Prerequisites: E 101, E 103, E 104

E 204 Semiconductor Lab
90 Clock Hours/4.5 Credit Units
This lab course provides an opportunity for students to reinforce and apply concepts learned through laboratory experimentation. It includes demonstrations and experiments in the areas of diode theory, semiconductors, power supplies, transistor circuits, FETS, integrated circuits, operational amplifiers, 555 Timers, voltage regulators, and phase-locked loops. Prerequisites: E 101, E 103, E 104

E 301 Digital Electronics and Computer Software Theory
150 Clock Hours/15.0 Credit Units
This course provides the student with the essential fundamental principles of digital electronics. Students are introduced to the study of binary, octal, and hexadecimal numbering systems. This information will be used as a basic building block for understanding microcomputer systems. This course also prepares the student to work with common application software. Prerequisites: E 201, E 204

E 304 Digital Electronics and Computer Software Lab
90 Clock Hours/4.5 Credit Units
This course prepares the student to work on digital electronic circuits. The fundamentals include construction, using test equipment to troubleshoot basic and complex digital electronic circuits. The student will install, configure, use and deinstall various operating systems and applications software. Prerequisites: E 201, E 204

E 401 Computer Systems, Peripherals. and Industrial Electronics Theory
130 Clock Hours/13.0 Credit Units
This course provides an introduction to microprocessor families, computer peripherals, and LAN networks. The course explores the operation, testing, installation, setup, and troubleshooting of: keyboards, motherboards, video systems, mass storage devices, special I/O devices, and printing systems.

This course is also designed as an introduction to the application of electronics in the industrial environment. The student will be introduced to switch gear, relays, basic ladder logic, symbols for industrial components, basic fluid power diagrams, programmable logic controllers, programming programmable logic controllers, logical test procedures, troubleshooting concepts and the fundamentals of digital communication. Prerequisites: E 301, E 304

E 402 Professional Strategies
20 Clock Hours/2.0 Credit Units

This course helps prepare students for a job in the electronics marketplace. Topics include elements of writing, professional appearance and demeanor, and resume preparation. Students are expected to develop a business letter and resume during the course of the course Prerequisites: E 301, E 304

E 404 Computer Systems, Peripherals, and Industrial Electronics Lab
90 Clock Hours/4.5 Credit Units

The student will assemble, setup, configure, test, analyze, diagnose, evaluate, and troubleshoot the IBM PC or compatible/clone system and its peripherals. The student will install, configure, use and deinstall various operating systems and application software,

This course is also designed to allow the student to gain experience in wiring relay logic circuits from a ladder diagram, wiring inputs and outputs of Programmable Logic controls, locating faults in basic Ladder logic circuits and PLC program entry. Prerequisites: E 301, E 304

Medical Business and Clinical Assistant Program

Diploma Program – 12 Months
960 Clock Hours/65.0 Credit Units

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Business and Clinical Assistant Program. In this program, students will receive training in front-office and back-office skills required in a doctor's office, hospital, clinic, home health agency or insurance company. Graduates will be able to perform clinical duties and will be proficient in a variety of administrative and managerial tasks.

The objective of the Medical Business and Clinical Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for an entry-level position as a medical office clerk, medical insurance processor, medical receptionist, medical transcriber, hospital clerk, medical ward clerk or medical assistant.

This training program is divided into 11 learning units called modules. Each module stands alone as a unit of study. Students will begin in modules A through E, completing them in any sequence. After they complete modules A through E, students may take modules F through J in any sequence. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through J, students participate in a 160-clock-hour externship.

Completion of the Medical Business and Clinical Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Laboratory Procedures	80	6.0
Module B	Pharmacology and Clinical Assisting	80	6.0
Module C	Patient Care, Health Sciences and Nutrition	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Body Systems and Immunology	80	6.0
Module F	Medical Specialties	80	6.0
Module G	Patient Records	80	6.0
Module H	Patient Accounting	80	6.0
Module I	Insurance Billing	80	6.0
Module J	Medical Office Procedures	80	6.0
Module X	Externship	160	5.0
	Program Total	**960**	**65.0**

Major Equipment

Anatomical Torso
Anatomy Charts
Autoclave
Blood Chemistry Analyzer
Calculators
Dot Matrix and Letter Quality Printers
Electrocardiography Machine
Electronic Typewriters
Examination Tables

Mayo Stands
Microscopes
Personal Computers
Sphygmomanometers
Stethoscopes
Surgical Instruments
Teletrainer
Training Mannequins
Transcription Machines

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A - Laboratory Procedures
40/40/6.0

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Students learn to identify the basic structural components and functions of the nervous system and integumentary system. Anatomy and physiology of the sense organs and common diseases related to each are taught. Exploration of the fundamentals of interpersonal relations and effective communication are covered. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module B - Pharmacology and Clinical Assisting
40/40/6.0

Module B focuses on basic therapeutic drugs. Their use, classification and effects on the body are covered. Students become familiar with the principles of drug calculations and administering medication. Students become familiar with the muscular and skeletal systems, including anatomical structure, functions, common diseases and disorders of each system, their symptoms and course of treatment relating to each anomaly. Students learn general first aid, including bandaging techniques. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module C - Patient Care, Health Sciences and Nutrition
40/40/6.0

Module C emphasizes patient care, including the complete physical exam, assisting with minor office surgeries, sterile technique, and OSHA standards required in today's health care environment. Students learn about basic bacteriology and its relationship to infections and disease control. Students become familiar with the structures and functions of the human digestive system. The module covers the basic food groups, patient education related to special diets and the importance of good nutrition. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module D - Cardiopulmonary and Electrocardiography
40/40/6.0

Module D covers physician/patient contracts and consents, and the professional ethics of medicine as they relate to the health care assistant. Students are introduced to the legal responsibilities of the physician and office assistant. A cardiopulmonary resuscitation (CPR) course enables students to respond to an emergency. ; In Module D students learn to identify the basic structural components and functions of the circulatory and respiratory systems. Symptoms, diagnoses, and treatment for pathologies of each system are covered. Students learn about the electrical pathways of the heart muscles, preparation for connecting EKG leads and recording an electrocardiogram. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module E - Body Systems and Immunology
40/40/6.0

In Module E, students learn about the anatomy and physiology of the endocrine system, reproductive system and urinary system. Students learn functions and common pathologies of these systems. Routine and special testing of each system are covered as well. This module emphasizes the importance of pediatric immunology, and the role of the medical assistant when interacting with pediatric patients. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module F - Medical Specialties
40/40/6.0

Module F provides students with an overview of hospitals and clinics and their various departments. The pathological conditions of medical specialty areas, urinary, endocrine, cardiology and respiratory, are emphasized. Students become familiar with the diseases, causes, symptoms, tests, treatments and coding related to each of the specialties. National coding systems used for claim processing are studied. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module G - Patient Records
40/40/6.0

Module G focuses on setting up, maintaining and organizing patient records manually. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. They work with a pegboard system to accomplish tasks in cash management and reconciliation. Students become familiar with the variety of reports and letters typically encountered in a medical office, and the guidelines for producing each. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module H - Patient Accounting
40/40/6.0

Module H introduces the accounting functions of the medical office. Instruction focuses on a computerized accounting system, allowing students to perform all the steps of the accounting cycle on a microcomputer. Patient billing is an integral part of the module. The collection process - including legal aspects, psychology of collecting and customer service - is explored. Students learn about outside services available to support the tasks of a medical office. Medical law and ethics are also discussed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard,

acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module I - Insurance Billing
40/40/6.0
Module I develops students' proficiency in preparing and processing insurance claims. Types of insurance programs, including plans and types of coverage, are discussed. Students learn how to obtain information from patient charts and ledgers in order to complete insurance forms accurately. Students are given hypothetical insurance billing situations, then select appropriate forms, codes and procedures to process the insurance claims for optimal reimbursement. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module J - Medical Office Procedures
40/40/6.0
Module J focuses on the medical office and the procedures and technology that enable it to function efficiently. The module emphasizes the interpersonal skills that allow the office staff to interact successfully with customers, the hardware and software that help the decision-making process and the guidelines that must be followed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module X – Externship
0/160/5.0
Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Admissions

Requirements and Procedures

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete an application form and bring it to the school, or call for a priority appointment to visit the school and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment in the program.

Once an applicant has completed and submitted the Enrollment Agreement, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded.

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:
- Administration and evaluation of an applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

The school reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:
1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test which is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Allied Health Programs

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school.

Credit for Previous Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution providing the training.

Administration Policies

Academic Achievement

Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Technical Programs				Allied Health Programs		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0			

Student Awards

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be an asset when they seek future employment. The Education Department can provide information regarding the specific awards presented.

Graduation Requirements

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

To be eligible for graduation, students in allied health programs must:
*   Complete all required classroom modules with a grade of at least 70 percent;
*   Meet the grade requirements for the module components, if applicable; and
*   Complete all program requirements.

Students in technical programs must:
- Complete all required classroom training with a cumulative grade point average of at least 2.0; and
- Complete all program requirements.

Satisfactory Academic Progress

Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in allied health programs must:
- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students in technical programs must:
- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent in allied health or below 2.0 in technical programs are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Academic Probation

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent (allied health) or 2.0 (technical programs), they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent or 2.0 but have achieved a GPA of at least 70 percent or 2.0 for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent or 2.0 for the module will be withdrawn from training by the school.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent or 2.0 by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent or 2.0 will be withdrawn from training by the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at

least 70 percent or 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" for the module. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

Week One
When students withdraw from a module during the first five school days of the module, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a module during this time frame must request approval from the instructor or department head. The withdrawal request must then be approved by either the department head or education director. If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA.

Week Two through the End of the Module
To withdraw from a module after the first week, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and education director. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the module (at least 70 percent or 2.0) as of the last day of attendance. "WF" indicates that a student was not passing the module (less than 70 percent or 2.0) as of the last day of class attendance.
Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

Students who are contemplating withdrawing from a module should be cautioned that:
* The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
* They may have to wait for the appropriate module to be offered;
* They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
* Financial aid and/or tuition costs may be affected.

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. This meeting can help the school correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the last grade received for that module replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability), but they may repeat a completed module only once.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training, however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60 percent of the clock or credit hours/units attempted.

Students who have reached 75 percent of their maximum program completion time must have successfully completed 65 percent of the clock or credit hours/units attempted.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted. No probationary status is allowed.

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the school president. Students may only be reinstated once due to extenuating circumstances.

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the education director.

Student Appeal Process

Students are required to adhere to all of the policies and procedures of the school. Students who have been terminated for violating school policy and procedures may seek reentry by following the appeals process.

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process within three school days or as soon as reasonably practicable as determined by school administration. Students must initiate the process by submitting a written request for re-admittance to the school president. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time due to the criteria of the Accrediting Commissions.

Required Study Time

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

Unit of Credit

Academic

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

Financial Aid

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students for allied health programs and 30 students for technical programs. The maximum class size 26 students for allied health programs and 40 students for technical programs.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students for allied health programs and 30 students for technical programs. The maximum laboratory class size is 26 students (per instructor) for allied health programs and 40 students for technical programs.

Attendance Requirements

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student find that he/she will unavoidably absent, he/she should notify the school.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any

tests missed because of an absence must be made with the instructor and approved by the school administration.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See Student Appeals Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

Veteran Students

The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

Leave of Absence Policy

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable purposes.

The leave, and any extension, may not exceed 60 calendar days.

Written requests for a leave of absence – properly approved, dated and signed by the student and either the school president, education director or appropriate department head – will be maintained in the student's file.

A student who fails to return from the leave on the date indicated in the written request will be terminated from the training program.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:
- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module to be offered.
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.
- Financial aid and/or tuition costs may be affected.

Weather Emergencies

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

Clothing and Personal Property

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Code of Conduct

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation or terminated for violation of the school's personal conduct standards. Violations include dishonesty, possession of a weapon except by designated law enforcement officers, unprofessional conduct, use of profanity, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment. Students will be placed on probation for a maximum of 90 days. If, in the opinion of the school president, they demonstrate adherence to the personal conduct rules, the probation period may be shortened. If terminated, students may re-enter the following term with permission of the school president.

Dress Code

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing - such as shorts and open shoes - are not acceptable for obvious safety reasons.

Students may have limited funds, so wardrobes need not be expensive or extensive - simply in good taste. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Two approved school uniforms and one lab coat are included in the tuition. Appropriate shoes, additional uniforms and other items of apparel are the responsibility of the student. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Academic Advisement and Tutoring

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their classwork. Students are encouraged to seek academic assistance through the Education Department.

Disabled Students

Disabled students should make arrangements to meet with the school president prior to the start of class to review facilities and required accommodations.

Health/Medical Care

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

Termination Procedures

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:
- Violation of the school's attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the school president.

Transferability of Credits

The school president's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

Comparability of Programs

Students who want information regarding how tuition, fees and program length compare to other institutions should contact the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212.

Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the school president. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the CSi Student Help Line at (800) 874-0255

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider addressing their complaint(s) to the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school president. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Boulevard, Suite 302 - Arlington, Virginia 22201
(703) 247-4212

Policy and Program Changes

The school catalog is current as of the time of printing. CSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

Financial Information

Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Program	Program Length	Credit Units	Registration Fee	Tuition
Electronics, Computer & Industrial Technology	4 Modules	78	$50	$11,250
Medical Business & Clinical Assistant	11 Modules	65	$50	$9,050

Registration fees will also be included in the final program price entered in the Enrollment Agreement.

Students who leave training and re-enter are subject to a $25.00 re-entry fee for the second and subsequent re-entry to training. This fee may be waived under unusual circumstances by making a written request to the School President

Voluntary Prepayment Plan

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

Cancellation/Refund Policy

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid, including the registration fee, will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will retain the registration fee and refund any other monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session. However, they must pay the registration fee stated on the Enrollment Agreement.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment.

Refunds

This campus participates in the U.S. Department of Education's student aid programs and is required to comply with the Higher Education Amendments of 1992. This legislation requires the school to offer a refund policy that will provide the most beneficial refund to the students.

A refund is the difference of the amount the student paid to the school (including financial aid) and the amount the school can retain as prescribed by the appropriate refund policy.

Refund calculations are based on one of the following policies:

- The federal pro rata calculation defined by the Higher Education Amendments of 1992 (The student must be attending the school for the first time and may not have completed more than 60 percent of their first enrollment period.)
- If applicable, the refund requirements specified by the Michigan Department of Education.
- If applicable, the refund requirements specified by the federal government.

Refund Policies

Any monies due applicants or students will be refunded within 30 days of cancellation, failure to appear on or before the first day of class, withdrawal, or termination. If a student has financed all or part of the program with a third-party or government fund, refunds will be paid or credited to the student's account. Refund computations will be based on the last date of attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Federal Pro Rata Calculation

The school will perform a pro rata refund calculation for students who are attending this campus for the first time and terminate their training before completing more than 60 percent of their first enrollment period (academic year).

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. The institution will exclude from the institutional charges used to calculate the pro rata refund a reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less.

The school may retain the entire contract price of the period of enrollment – including tuition, fees and other charges – if the student terminates the training after completing more than 60 percent of the enrollment period.

State Refund Requirements

The Michigan Department of Education does not define specific refund requirements.

Federal Refund Requirements

In the second and subsequent periods of enrollment, the school will refund tuition, fees and other charges as follows:

Time of Withdrawal	Amount School Refunds
On or before first day of class	100% of total tuition charges for enrollment period
After first day of class but before 10% of enrollment period is completed	90% of total tuition charges for enrollment period
After 10% but before 25% of enrollment period is completed	50% of total tuition charges for enrollment period
After 25% but before 50% of enrollment period is completed	25% of total tuition charges for enrollment period

Veteran Students

The Veterans Administration has established rules and regulations pertaining to refund policy and procedures. The Financial Aid Department can provide this information upon request.

Textbook Policy

All textbooks are included in the cost of tuition. Allied health uniforms (except as described in the section on "Dress Code") and incidental supplies, such as paper and pencils, are to be furnished by students. The estimated cost of these items is $200.

Financial Assistance

This Campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.
If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account, or to the lender if they received a federal loan.

The priority for returning funds is as follows: 1) Unsubsidized FSL, 2) Subsidized FSL, 3) FPLUS, 4) Perkins, 5) Pell, 6) FSEOG, 7) Other programs, 8) Student/Parent.

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources.

Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Stafford Loan (FSL)
Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

Federal Perkins Loan
Previously known as the National Direct Student Loan, this low-interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

Federal Work Study (FWS)
The purpose of the Federal Work-Study (FWS) Program - formerly called the College Work-Study (CWS) Program - is to give part-time employment to students who need the income to help meet the costs of postsecondary education and to encourage FWS recipients to participate in community service activities. Funds under this program are limited.

High School Scholarship Program
Effective January, 1998 four $3,000 scholarships are awarded to graduating high school seniors, age 17 or older. Winners may choose any of the curricula offered by the school.

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the Career Programs Assessment Test (CPAt), which measures competency in reading, language and mathematics. The top 8 scorers will become the finalists.

A panel of officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered but not accepted.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two $1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

Student Services

Placement Assistance

Student
This campus assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, aid in securing an interview and a list of available jobs.

Graduate
The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:
- Preparation of resumes and letters of introduction – an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's placement assistance program at no additional cost.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

Housing Assistance

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Student Services Department.

Transportation Assistance

The school maintains information on public transportation and a list of students interested in car pooling.

Field Trips

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

Special Lectures

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

Drug Abuse Prevention

Information on drug abuse prevention is available at the school for all students and employees.

Advising

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available on community resources that address these types of problems.

Family Educational Rights and Privacy Act of 1974, As Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

<div align="center">

Family Policy Compliance Office
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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Additional FERPA information is available from the Institution's Business Office.

Corinthian Schools

The following schools are accredited by the Accrediting Commission of Career Schools and Colleges of Technology - 2101 Wilson Blvd., Ste. 302 - Arlington, VA 22201 - (703) 247-4512:

Bryman College located in:

Orange, CA
San Jose, CA (Main Campus)
El Monte, CA
San Francisco, CA
SeaTac, WA

Reseda, CA
New Orleans, LA (Additional Location)
Gardena, CA
Los Angeles, CA
San Jose, CA (North)

Bryman Institute located in:

Brookline, MA

National Institute of Technology located in:

San Antonio, TX (Main Campus)
Wyoming, MI
Cross Lanes, WV

Houston, TX (Branch Location)
Southfield, MI

The following schools are accredited by the Accrediting Council for Independent Colleges and Schools - 750 First Street NE, Suite 980 - Washington, D.C. 20002-4242 - (202) 336-6780:

Skadron College located in:

San Bernardino, CA

Kee Business College located in:

Newport News, VA (Main Campus)
Chesapeake, VA (Branch Location)

Statement of Ownership

This campus is owned and operated by Corinthian Schools, Inc., a Delaware Corporation.

Corinthian Schools, Inc.
6 Hutton Centre Drive, Suite 400 - Santa Ana, California 92707

Officers

David G. Moore	President and Chief Executive Officer
Frank J. McCord	Vice President and Treasurer
Paul St. Pierre	Vice President and Secretary
Dennis Devereux	Vice President and Assistant Secretary
Mary Hale Barry	Vice President, Education
Beth Wilson	Vice President, Operations
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