

2001-2002 CATALOG
Kee Business College

Chesapeake 1201

Greenbrier Circle Corporate Center
825 Greenbrier Circle
Chesapeake, VA 23320
(757) 361-3900

Main Campus
803 Diligence Drive
Newport News, VA 23606
(757) 873-1111

Accredited by the Accrediting Council for Independent Colleges
and Schools to award diplomas
and holds a Certificate to Operate by the Virginia Board of Education

Chesapeake 1201
2001-2002 CATALOG - Kee Business College

B.

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About Corinthian Schools, Inc.

Kee Business College 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 that 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 career training.

School History and Description

The school was established in February 1999 as a branch campus of Kee Business College, Newport News, Virginia.

The modern facility is designed for training students for the working world. The air conditioned building has approximately 21,300 square feet including five lecture rooms, five computer laboratories, two medical laboratories, one massage therapy laboratory, one dental laboratory with three operatories, library/resource center, administrative offices, a 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 school is conveniently located near major highways and has ample parking for students.

Educational Philosophy/Mission Statement

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.

Approvals and Memberships

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas.
- Certificate to operate by the Virginia Board of Education.
- Member, Virginia Career College Association.
- National Certified Proctor Site, National Center for Competency Testing.
- Member, Career College Association.
- Approved by American Registry of Medical Assistants.

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

Hours of Operation

Office:

8:30 AM 7:00 PM Monday through Thursday
to
8:30 AM 5:00 PM Friday
to

School:

9:00 AM 1:00 PM Monday through Friday Day
to
1:00 PM 5:00 PM Monday through Friday Afternoon
to
5:30 PM 10:30 PM Monday through Thursday Evening
to

Academic Calendars

Allied Health Programs	
Day Schedule - Five Day Week (Mon-Fri)	
2001	
Start Dates	End Dates
Nov 20 Tue	Dec 19 Wed
Dec 20 Thu	Jan 28 Mon '02
2002	
Start Dates	End Dates
Jan 29 Tue	Feb 26 Tue
Feb 27 Wed	Mar 26 Tue
Mar 27 Wed	Apr 23 Tue
Apr 24 Wed	May 21 Tue
May 22 Wed	Jun 21 Fri
Jun 24 Mon	Jul 23 Tue
Jul 24 Wed	Aug 20 Tue
Aug 21 Wed	Sep 18 Wed
Sep 19 Thu	Oct 16 Wed
Oct 17 Thu	Nov 13 Wed
Nov 14 Thu	Dec 13 Fri
Dec 16 Mon	Jan 24 Fri '03

Allied Health Programs	
Evening Schedule - Four Day Week (Mon-Thu)	
2001	
Start Dates	End Dates
Nov 20 Tue	Dec 19 Wed
Dec 20 Thu	Jan 28 Mon '02
2002	
Start Dates	End Dates
Jan 29 Tue	Feb 26 Tue
Feb 27 Wed	Mar 26 Tue
Mar 27 Wed	Apr 23 Tue
Apr 24 Wed	May 21 Tue
May 22 Wed	Jun 20 Thu
Jun 24 Mon	Jul 23 Tue
Jul 24 Wed	Aug 20 Tue
Aug 21 Wed	Sep 18 Wed
Sep 19 Thu	Oct 16 Wed
Oct 17 Thu	Nov 13 Wed
Nov 14 Thu	Dec 12 Thu
Dec 16 Mon	Jan 23 Thu '03

Computer Office Technologies and Applications Program	
Day Schedule - Five Day Week (Mon-Fri)	
2001	
Start Dates	End Dates
Nov 06 Wed	Dec 19 Thu
Dec 20 Thu	Feb 11 Mon '02
2002	
Start Dates	End Dates
Feb 12 Tue	Mar 26 Tue
Mar 27 Wed	May 07 Tue
May 08 Wed	Jun 21 Fri
Jun 24 Mon	Aug 06 Tue
Aug 07 Wed	Sep 18 Wed
Sep 19 Thu	Oct 30 Wed
Oct 31 Thu	Dec 12 Fri
Dec 16 Mon	Feb 05 Mon '03

Student Holidays

	2001	2002
New Year's Day		Jan 1
Martin Luther King, Jr. Birthday (observed)		Jan 21
President's Day (observed)		Feb 18
Spring Recess - all programs		May 23-24
Memorial Day (observed)		May 27
Summer Recess - all programs		Jul 4-5
Independence Day		Jul 4
Labor Day		Sep 2
Thanksgiving		Nov 28-29
Winter Recess	Dec 22-Jan 1 '02	Dec 23-Jan 3 '03

Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.

Computer Office Technologies and Applications

Diploma Program - 9 Months

720 Clock Hours/56.0 Credit Units

The Computer Office Technologies and Applications program provides both technical and practical training that will enable the office professional to function as a competent assistant to management staff. The program provides the student with the basic knowledge of and practice in computer skills, writing and math skills. The focus of the program is to prepare graduates to utilize the various programs of the Microsoft Office software suite of applications to their utmost capabilities, thus increasing the level of productivity and value of the graduate to the office team. Graduates will qualify for the wide range of entry level administrative assistant occupations such as office tech, administrative assistant, executive assistance, administrative support tech, data entry clerks, sales support assistant, accounting support assistant, and internal help desk.

Completion of the Computer Office Technologies and Applications program is acknowledged by the awarding of a diploma.

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Computer Fundamentals and Business Math	120	9
Module B	Word Processing Skills	120	9
Module C	English Composition and Office Skills	120	11
Module D	Spreadsheet Skills	120	9
Module E	Presentation Skills	120	9
Module F	Database Management and Electronic Communication	120	9
	Program Total	720	56

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 - Computer Fundamentals and Business Math 60/60/9.0

In this module, students will be introduced to the fundamentals of computers, keyboarding skills, and mathematics as it relates to business use. Subjects covered include, but are not limited to:

- The history of microcomputers
- Interacting with your computer
- Exploring the Windows 98 desktop
- Exploring disk organization
- Working with percents
- Interest and discounts
- Word-level keyboarding practice
- Horizontal/vertical reaches
- How microcomputers work
- Storing information in a computer
- Investigating your computer
- Working with fractions
- Business and consumer math
- Alphabet practice
- Frequently-used words practice

Module B - Word Processing Skills**60/60/9.0**

In this module, students will become proficient in word processing and office procedures. Subjects covered include, but are not limited to:

- Producing and printing documents
- Applying character, paragraph, and document formatting
- Mail merge
- Creating and manipulating graphics
- Using advanced features of Microsoft Word
- Electronic file organization
- Creating, editing, and printing tables
- Constructing tables
- Creating and using templates

Module C - English Composition and Office Skills**100/20/11.0**

In this module, students will become proficient in writing documents. Subjects covered include, but are not limited to:

- Identifying parts of speech
- Proofreading accurately
- Writing effective business communications
- Working with office technology
- Preparing travel arrangements
- Assisting in meeting preparation
- Composing grammatically-correct sentences, paragraphs, and documents
- Developing report planning and research skills
- Utilizing the world wide web for research/information gathering
- Communicating effectively

Module D - Spreadsheet Skills**60/60/9.0**

In this module, students will become proficient in computerized accounting using Microsoft Excel spreadsheets. Subjects covered include, but are not limited to:

- Creating spreadsheet cells, columns and rows
- Working with multiple workbooks
- Creating and editing charts within a spreadsheet
- Entering numbers and tables and creating simple formulas
- Using advanced features of Microsoft Excel

Module E - Presentation Skills**60/60/9.0**

In this module, students will become proficient in Microsoft PowerPoint and gain experience in the planning and practice of delivering an effective speech. Subjects covered include, but are not limited to:

- Creating, editing, presenting, saving, and printing a presentation.
- Creating and manipulating graphics for use in a presentation
- Delivering an effective speech
- Adding special features and animation to presentations.
- Planning effective presentation timing using slide transitions

Module F - Database Management and Electronic Communication**60/60/9.0**

In this module, students will become proficient in database fundamentals using Microsoft Access and email through the use of Microsoft Outlook. Subjects covered include, but are not limited to:

- Database fundamentals
- Working with records, tables, data, and other database components
- Using templates and wizards in creating a database
- Using advanced features of Outlook
- Using advanced features in Access
- Electronic communication fundamentals
- Creating, editing, sending, saving, and organizing email
- Using the calendar, address book, and contacts features in Outlook

Dental Assisting Program

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Dental Assistant

079-371.010

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. 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 G and the comprehensive written and laboratory skills examination, students participate in a 160-clock-hour externship.

Upon successful completion of the Dental Assisting Program, students will receive a diploma and a Radiation Safety Certificate.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Administrative Procedures	80	6
Module B	Dental Radiography	80	6
Module C	Dental Sciences	80	6
Module D	Operative Dentistry	80	6
Module E	Laboratory Procedures	80	6
Module F	Dental Health	80	6
Module G	Dental Specialties	80	6
Module X	Externship	160	5
	Program Total	720	47

Major Equipment

Amalgamators	Model Vibrators	Autoclave	
Oral Evacuation Equipment	Model Trimmers	Oxygen Tank	
Dental Unit and Chairs	Personal	DXTTR	and Typodont
	Computers	Manikins	
Ultrasonic Units	Handpieces	X-Ray Units	
Automatic and Manual Processing Equipment			

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 or externship work, and provides a total of 6.0 credit units.

Module A - Administrative Procedures

40/40/6.0

This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information to complete dental records. They also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and coding and billing procedures is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction focuses on identifying skills necessary for employment. Essential dental terminology is also studied.

Module B - Dental Radiography

40/40/6.0

Module B introduces the anatomy of the head and teeth in order to familiarize students with the structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. The coursework emphasizes maintaining radiation safety while obtaining the best possible diagnostic quality. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques (including bitewing, bisecting and parallel) are performed on a patient simulator manikin (Typodont). Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality. Professional responsibilities regarding the state Radiation Safety Certificate are introduced. Related dental terminology is also taught. In order to receive the Radiation Safety Certificate, the student must complete all course requirements and pass the Dental Radiography Final Examination with a score of 75% or higher. The Radiation Safety Certificate allows the graduate to take diagnostic x-rays.

Module C - Dental Sciences

40/40/6.0

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases, universal precautions, barrier techniques and hazardous chemicals. Students practice step-by-step instrument decontamination and operator disinfection using approved sterilization agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods

for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals), including administration of topical and local anesthetics, are presented. Students practice placing instruments and materials on Typodont manikins. Career development instruction focuses on interview techniques. Related dental terminology is studied.

Module D - Operative Dentistry

40/40/6.0

This module introduces students to chairside assisting duties and techniques practiced in general dentistry, with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials (including amalgam, composites, glass ionomers and sealants) are presented. Students practice procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Students learn basic concepts of psychology and communication, with emphasis on helping patients overcome anxieties related to dental treatment. Special considerations for disabled and abused patients are presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

Module E - Laboratory Procedures

40/40/6.0

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students learn to use a variety of impression and gypsum materials. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins. Prosthodontics as a specialty is presented, with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and various mouth guards, such as night guards, sport guards and bleaching trays. Laboratory safety and infection control are presented. Instruction in career development focuses on starting a new job. Related dental terminology is studied.

Module F - Dental Health

40/40/6.0

In this module, students become proficient in charting pathological conditions and existing dental work. In addition, they chart oral conditions of students and patients in compliance with state guidelines for mouth mirror inspection. Oral cavity anatomy, tooth morphology and annotating methods relating to charting are presented. Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins. Preventive dentistry and related areas of nutrition and fluorides are emphasized. Students are taught how to prepare a resume and complete employment applications. Students also study related dental terminology.

Module G - Dental Specialties

40/40/6.0

This module focuses on orthodontics as a specialty. Students receive hands-on training in orthodontic measurements, placement of separators and sizing bands, and placing and ligating arch wires. Orthodontic assistant duties, office routine and malocclusion classifications are presented. Coronal polish theory and procedures are practiced on manikins. Students learn cardiopulmonary resuscitation according to American Heart Association or Red Cross standards. A study of dental emergencies; includes emergency equipment and prevention, causes and treatment of office emergencies. Related areas of pharmacology and oxygen administration are introduced. Career development training emphasizes dressing for success. Related dental terminology is studied.

Module X - Externship

0/160/5.0

Upon successful completion of classroom training, dental 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.

Massage Therapy Program

Diploma Program - 9 Months

720 Clock Hours/61.0 Credit Units

DOT:

Massage Therapist 334.374 010

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine, self-contained 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

- Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
- Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
- Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
- Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Massage Therapy	80	8
Module B	Massage Fundamentals	80	7
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6
Module E	Polarity and Non-Traditional Massage Therapies	80	6
Module F	Anatomy and Physiology for the Massage Therapist	80	8
Module G	Business and Success Skills I	80	7

Module H	Business and Success Skills II	80	7
Module I	Health and Wellness	80	6
	Program Total	720	61

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory 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 - Introduction to Massage Therapy

80/0/8.0

In this module, students will be introduced to the basic principles and practices of massage therapy. Subjects covered include:

- Effects and benefits of massage
- Introduction to massage therapy
- Requirements for the practice of therapeutic massage
- Equipment and products
- Sanitary and safety practices
- The consultation

Module B - Massage Fundamentals

60/20/7.0

In this module, students will gain an understanding of massage fundamentals. Subjects covered include:

- Basic massage fundamentals
- Contemporary therapeutic massage applications

Module C - Swedish Massage, Deep Tissue Massage, And Neuromuscular Therapeutic Techniques

40/40/6.0

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Swedish massage
- Joint mobilization and range of motion (ROM)
- Joint mobilization testing and utilization
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

Module D - Sports Massage, Reflexology, and Shiatsu Massage

40/40/6.0

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Sports massage
- Sports pre-event massage
- Sports post-event massage
- Active stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Understanding the concept of pain

-
- Chair massage
 - Intuitive massage
 - Reflexology
 - Theories and practices of Eastern modalities of massage
 - Shiatsu

Module E - Polarity and Non-Traditional Massage Therapies

40/40/6.0

In this module, students learn about and practice different types of therapeutic massage. Subjects covered include:

- Polarity
- Combining polarity with other massage therapies
- Advanced therapeutic massage strategies (ATMS)
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

Module F - Anatomy and Physiology for the Massage Therapist

80/0/8.0

In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects covered include:

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems
- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

Module G - Business and Success Skills I

60/20/7.0

In this module students will gain an overall understanding of the skills involved in being both a successful business owner and a Massage Therapist. Subjects covered include:

- Personal development skills
- Learning methods and study habits
- Professionalism
- Choosing a business status
- Choosing a massage setting
- Business ethics
- Client communications
- Marketing as a massage therapist
- Referrals
- Professional ethics for massage therapists
- Tax preparation
- Bookkeeping and record keeping
- Professional compliance
- Resume writing and interviewing skills

Module H - Business and Success Skills II**60/20/7.0**

In this module, students will gain an overall understanding of the skills involved in being both a successful business owner and a massage therapist. Subjects covered include:

- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization
- Computer skills and the Internet
- Anger and obstacle management
- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change

Module I - Health and Wellness**40/40/6.0**

In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment
- Spa treatments and services
- Spot treatments and cellulite treatments
- Aromatherapy, lubricants, oils, and tropical applications
- Exercises, stretching, and breathing and relaxation techniques
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

Medical Administrative Assistant Program

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Medical Receptionist 237.367 038
Medical Clerk 205.362 018

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Administrative Assistant Program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Administrative Assistant students develop administrative skills through a variety of media. This campus provides practice in using personal computers, electronic typewriters, calculators, transcription machines and teletrainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. 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 G, students participate in a 160-clock-hour externship.

Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Patient Billing and Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Externship	160	5
	Program Total	720	47

Major Equipment

Autoclave	Patient Examination Table
Personal Computers	Sphygmomanometer
Stethoscopes	Transcription Machine

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 or externship work, and provides a total of 6.0 credit units.

Module A - Office Finance

40/40/6.0

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module B - Patient Processing and Assisting

40/40/6.0

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. Instruction in this module stresses the importance of asepsis and sterile technique in today's health care environment. Students are trained in general first aid for common medical office emergency procedures, including checking vital signs and bandaging. A cardiopulmonary resuscitation (CPR) course is taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module C - Medical Insurance

40/40/6.0

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module D - Insurance Plans and Collections

40/40/6.0

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, Champus and Champva programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module E - Patient Billing and Office Procedures

40/40/6.0

In Module E, students are introduced to a computerized accounting system and perform the accounting cycle steps on a microcomputer. Patient billing is an integral part of the module. Students study the medical office and the procedures and technology that enable it to function efficiently. Additional emphasis is placed on the hardware and

software that can assist in the decision making process. 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 essential medical terminology.

Module F - Patient Care and Computerized Practice Management

40/40/6.0

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. In addition, students learn basic techniques for patient positioning in complete physical, pelvic and rectal examinations. They learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. A review of basic mathematical functions, with manual and electronic applications, is included. Students develop speed and accuracy on the keyboard as well as the 10-key pad. They also become familiar with essential business terminology.

Module G - Dental Administrative Procedures

40/40/6.0

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They study correspondence and practice writing effective letters and memos. Students develop speed and accuracy on the keyboard as well as the 10-key pad. Students also become familiar with essential dental terminology.

Module X - Externship

0/160/5.0

Upon successful completion of classroom training, medical Administrative Assistant 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.

Medical Assisting Program

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Medical Assistant

079.367-010

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance biller.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. 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 G and the comprehensive written and laboratory skills examination, students participate in a 160-clock-hour externship.

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting and Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	Program Total	720	47

Major Equipment

Autoclave	Mayo Stands
Examination Tables	Microscopes
Training Manikins	Personal Computers
Electrocardiography Machine	Sphygmomanometers
Surgical Instruments	Stethoscopes

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 or externship work, and provides a total of 6.0 credit units.

Module A - Patient Care and Communication

40/40/6.0

Module A emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

Module B - Clinical Assisting and Pharmacology

40/40/6.0

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. They perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

Module C - Medical Insurance, Bookkeeping and Health Sciences

40/40/6.0

Module C introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

Module D - Cardiopulmonary and Electrocardiography

40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

Module E - 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. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

Module F - Endocrinology and Reproduction

40/40/6.0

In Module F, students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. They learn about assisting in a pediatric office, and about child growth and development. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer, and study essential medical terminology. Students also become familiar with the self-directed job search.

Module G - Medical Law, Ethics, and Psychology

40/40/6.0

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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.

Medical Insurance Billing/Coding

Diploma Program - 5 Months

480 Clock Hours/29.0 Credit Units

DOT:

Health Claims Examiner/Medical Billing 214.362-022

The Medical Insurance Billing/Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into four learning units called modules. Students must complete modules A through D starting with any module and continuing in any sequence until all four modules are completed. Modules A through D stand alone as units of study and are not dependent upon previous training. 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 D, students participate in a 160-clock-hour externship.

Completion of the Medical Insurance Billing/Coding Program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hour s	Credit Unit s
Module A	Medical Insurance	80	6
Module B	Claims Processing and Financial and Legal Management	80	6
Module C	Current Procedural Coding/CPT Codes	80	6
Module D	Diagnostic Coding/ICD-9 Codes	80	6
Module X	Externship	160	5
	Program Total	480	29

Major Equipment

Calculators
Personal Computers

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 Medical Insurance 40/40/6.0

Module A develops proficiency in preparing and processing insurance claims. Students are introduced to various types of health care plans. Students will be introduced to and practice obtaining correct IDC-9 and CPT codes. Students will also practice obtaining information from patient charts. This includes interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module B Claims Processing and Financial and Legal Management 40/40/6.0

Module B prepares the students by identifying information necessary for accurate documentation to patient financial records. Students practice posting to the patient's financial record by computer and manual systems. Application of deductibles, co-pays and other benefit calculations are introduced. Legal considerations including confidentiality, error coding and insurance fraud are studied. Students practice their communication skills as it pertains to their field. This will include telephone management of insurance claim inquiries, authorization, applications to Fax and Internet communications. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module C Current Procedural Coding / CPT Codes 40/40/6.0

In Module C, students will practice using correct application of CPT codes as they relate to common medical office procedures using the CPT Manual. HCPCS applications and HCFA are also covered, as well as the use of modifiers and other reimbursement topics. Student will review case studies and prepare insurance claims using CPT codes. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module D Diagnostic Coding / ICD-9 40/40/6.0

Module D will prepare students in the proper selection and use of ICD-9 codes as they relate to common medical disorders and diseases. Students will practice with case studies determining patient benefits and financial responsibilities. Compatibility between ICD-9 and CPT coding is stressed.

DRGs are also reviewed. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

Module X Externship**0/160/5.0**

Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with 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 records. 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 the 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 ask questions relating to the campus, curriculum, and career objectives.

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 enrollment:

- Administration and evaluation of 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. Students should be aware the financial aid eligibility may change between the time of application and final enrollment.

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

Prospective students must have a high school diploma or a recognized equivalency certificate (GED). Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the school's requirements for admission.

All applicants are required to 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 version or different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer. 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.

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 during the first week of their 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 meets 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. Credit for previous education or training must be processed and approved prior to the start of class.

Administration Policies

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:

Business and 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	I	Incomplete	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education					

Students who wish to challenge or contest a grade earned on a particular assignment, test or full module must do so within 30 calendar days of the date they received the grade.

Student Awards

Awards for outstanding achievement are earned by students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards.

Satisfactory Academic Progress

Requirements

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 placed on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and

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- Complete the training programs within 1 1/2 times the planned program length.

In order to maintain satisfactory academic progress, students in Business programs must:

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

Students whose cumulative GPA falls below 70 percent or 2.0 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.

Students who have reached the twenty-five percent (25%) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent or 1.25 and a rate of progress of at least 55 percent will be placed on probation.

Students who have reached halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

All grades achieved, including W, CR and TR, count towards credits attempted when determining rate of progress toward the maximum program completion time.

Academic Probation

Programs of 600 or More Clock Hours

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 or 2.0 and a rate of progress of at least 60 percent, 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 term, 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 term 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 and a rate of progress of at least 60 percent 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 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

Programs of Less than 600 Clock Hours

Students in programs of less than 600 clock hours will be allowed one probationary period. This probationary period covers the module that starts immediately after students have been placed on academic probation. If by the end of the probationary period students achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent they are notified that the probationary status is removed. Students who do not achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent by the end of the probationary period 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. Students will not be eligible for financial aid during the reinstatement term. If students achieve a 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. At the end of the term students may, with the Director of Education's approval, be granted a limited extension of 3 calendar days to complete required class work, assignments and tests in accordance with make-up work policy. 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

To withdraw from a module, students must notify the instructor and meet with the Student Success Coordinator. Requests for withdrawal must then be processed by the Director of Education. Extreme academic or medical hardship is considered the only justification for withdrawal.

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. Withdrawal status remains on record until students complete the module from which they withdrew.

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 meet with the Student Success Coordinator or Director of Education to

conduct an exit interview prior to meeting with a financial aid officer to discuss their financial obligations. 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.

Graduates in good financial standing with the institution may repeat limited skill refresher training based upon seating and instructor availability.

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules, however, students must make up absences that occur during externship or required massage contact hours to ensure that the required hours are completed prior to graduation.

Maximum Program Completion Time

Classroom Training

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 twenty-five percent (25%) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit hours/units attempted. Students whose rate of progress are less than 55 percent at the twenty-five percent (25%) point of their maximum program completion time will be placed on probation.

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.

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 after the halfway point of the maximum program completion time, their training program will be interrupted.

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 7 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 who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their satisfactory academic progress. Examples of such mitigating circumstances include, but are not limited to emergency military requirements, serious injury or illness to the student, or death of an immediate family member. 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.

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;
- Complete all program requirements.
- Successfully complete a total of 160 clock hours in an approved externship; and
- Receive satisfactory evaluations from the externship facility.

To be eligible for graduation, students in Business programs must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0;
- Complete all program requirements.

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 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.

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.

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 7 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours may be 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.

This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules, however, students must make up absences that occur during externship or required massage contact hours to ensure that the required hours are completed prior to graduation.

Students are expected to schedule medical, dental or other personal appointments outside of school hours. If a student will be unavoidably absent, (s)he should notify the school.

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who arrive late or leave early must sign in/out in the Education Department. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record.

Reentry Policy

Students must strive for uninterrupted training, satisfactory grades and perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy.

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.

Make-up Work

Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the Director of Education.

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

The institution permits students to request a maximum of one leave of absence (LOA) for up to 180 days during a 12-month period for reasons such as emergency military requirements, serious injury or illness to the student, or death of an immediate family member. Normally, students are not eligible for an LOA until they have completed 25% of their program.

In order for a student to be granted an LOA, the student must provide the School President, Director of Education, or Department Chair with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school along with other necessary supporting documentation.

If the leave of absence request is approved by the institution, a copy of the request - dated and signed by both parties, along with other necessary supporting documentation - will be placed in the student's file.

Re-admission Following a Leave of Absence

Upon the student's return from an LOA, the student will be permitted to continue with the remainder of coursework/courses begun prior to the leave of absence, provided the student began their leave at the end of a module. If the leave begins mid-module, the course must be retaken.

The institution will make every attempt to ensure that students can re-enter at the point in the program at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request, however, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the Cancellation/Refund Policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted - forcing the borrower to begin making repayments immediately.

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 expected time frame to complete their program of study:

- 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. The school does not assume any liability for vehicle damage or property theft.

Code of Conduct

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others

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6. Possession, sale, transfer, or use of illegal drugs
 7. Appearance under the influence of alcohol or illegal drugs
 8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
 9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
 10. Unprofessional conduct

The school reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student, the student body or the staff.

Alcohol and Substance Abuse Statement

The school does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

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 casual sandals - 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. Denim, sweatshirts or jogging suits, T-shirts, tank tops, halters or slippers are examples of unacceptable attire. 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. Uniforms are not included in the tuition price and should be purchased as soon as possible after acceptance into the program. 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 class

work. 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, good hygiene 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.

Information Technology Program Student Disclosure

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in information technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.

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.

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.

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.

Complaints not resolved within thirty days may be directed to:

Division of Compliance Coordination and Adult Services
Attention: Proprietary Schools
Virginia Department of Education
Post Office Box 6-Q - Richmond, Virginia 23216-2060

Schools accredited by the Accrediting Council for Independent Colleges and Schools 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 contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980 - Washington, DC 20002-4241
(202) 336-6780

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	Tuition
Computer Office Technologies and 6 Modules Applications	6 Modules	56.0	\$11,500
Dental Assistant	8 Modules	47.0	\$8,650
Massage Therapy	9 Modules	61.0	\$9,990
Medical Administrative Assistant	8 Modules	47.0	\$8,500
Medical Assistant	8 Modules	47.0	\$8,500
Medical Insurance Billing/Coding	5 Modules	29.0	\$6,500

Additional Fees and Expenses

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

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 Business Office.

Cancellation/Refund Policy

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

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 (weekends and holidays excluded) of executing the Enrollment Agreement, the student will receive a refund of all monies paid. If a student cancels after the third business day of executing the Enrollment Agreement and before the start of classes, the school will refund all tuition paid by the student.

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.

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 institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student (or parent, in the case of a PLUS Loan) received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

Any monies due applicants or students will be refunded within 30 days of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student

fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of student attendance is used when a student fails to return from an approved leave of absence.

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.

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the College during a payment period or a period of enrollment in which the recipient began attendance, the College must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are

also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The College must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other grant or loans assistance authorized by Title IV of the HEA.

Virginia Board of Education Refund Requirements

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Who Withdraws or Is Terminated..	Is Entitled to a Refund of..	The Institution Is Eligible to Retain..
During the first week of the payment period or period of enrollment	90% Tuition	10% Tuition
After the first week of the payment period or period of enrollment, but prior to the	75% Tuition	25% Tuition

completion of 25%		
After completion of 25% of the payment period or period of enrollment, but prior to the completion of 50%	50% Tuition	50% Tuition
After completion of 50% of the payment period or period of enrollment, but prior to completion of 75%	25% Tuition	75% Tuition
After completion of 75% of the payment period or period of enrollment	0	100% Tuition

Financial Assistance

This campus offers students several options for payment of tuition. 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. In addition, students are able to apply for private loan financing.

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 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 Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Federal Work-Study (FWS)

This program provides jobs for qualified students who are unable to continue their education without additional assistance. FWS enables students to earn money for educational expenses by working on campus or for an off-campus employer assigned by the school.

Scholarship Program

The school may award a limited number of scholarships during the calendar year. Winners may choose any of the curricula offered by the school.

To be eligible for these scholarships, the applicant must be at least 18 years of age and have received either a GED or high school diploma. All applicants must take a nationally normed standardized test that measures competency in reading, language and mathematics.

The highest scoring applicants each quarter will become finalists. All finalists are required to write an essay of not more than 250 words describing their career goals and motivation relevant to the program in which they plan to enroll (or are enrolled). A panel of school officials will interview finalists about their personal and career goals. This panel will select winners by consensus vote and rank all finalists. In the event that scholarships are offered but not accepted, alternates may be selected according to rank established by the panel.

Scholarships may be awarded to individuals who apply prior to enrollment, after enrollment, or after starting school. Students can obtain scholarship applications from the Director of Finance.

Scholarship awards will be credited to the recipient's tuition. Scholarships are not transferable and they can not be exchanged for cash or refunded. The scholarship recipient must start school within 3 months after the award date.

Student Services

Placement Assistance

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.

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.
- On-campus interviews - Companies may visit the school to interview graduates for employment opportunities.

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.

Administration

Cathleen Cortese	<i>School President</i>
Susan M. Westfall	<i>Director of Education</i>
Cathryn Ashe	<i>Student Success Coordinator</i>
Joseph Anctil	<i>Director of Admissions</i>
Joanne Price	<i>Director of Finance</i>
Linda Williams	<i>Director of Placement</i>
Lynn Egler	<i>Extern Coordinator</i>
Jenifer Purcell	<i>Registrar</i>
Michele Gregg	<i>Bookkeeper</i>

Faculty

LaKeisha Bonner, BS	Old Dominion University Norfolk, VA
Hoby Bradfield, BS, RMA	George Washington University Washington, DC
Jeanne Cobbin, EMT, MT, CPS	Tidewater Community College Norfolk, VA
Oliver Davis, MS	Golden Gate University San Francisco, CA
David Esteppe, III, CMT	Fuller School of Massage Virginia Beach, VA
Gary Forbes, PA	Dartmouth College Hanover, NH
HM1 John Gregg	Naval School of Health Sciences Portsmouth, VA
Barbara Harris, LPN, DS	US Army Academy of Health Sciences Fort Sam Houston, TX
Crystal Hawk, MA	Regent University Virginia Beach, VA
Pamela Henderson, AS	Tidewater Community College Virginia Beach, VA
Dana Isom, BS	University of Maryland Baltimore, MD
Raye Jones, MC	Tidewater Community College Virginia Beach, VA
Rebecca Marshall, CMT	Soma School of Massage

Collins Milhouse, BS	Berkeley, CA Norfolk State University Norfolk, VA
Araminta Owens, DA	Orlando Vocational-Technical Center Orlando, FL
Marvella Phillips, BS	Old Dominion University Norfolk, VA
Terry Respasse, MA	Norfolk State University Norfolk, VA
Norris Reynolds, BA	Norfolk State University Norfolk, VA
HM1 Edgardo Totantes	Naval School of Health Sciences Portsmouth, VA
Joyce Ziglar, BS	Norfolk State University Norfolk, VA

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 that 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:

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

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

Corinthian Schools

The following schools are owned and operated by Corinthian Schools, Inc.:

Bryman College

Anaheim, CA	El Monte, CA	Gardena, CA
Hayward, CA	Los Angeles, CA	New Orleans, LA
Ontario, CA	Reseda, CA	San Francisco, CA
West Los Angeles, CA	Whittier, CA	San Jose, CA

Bryman Institute

Brighton, MA

Career Training Academy

Pleasanton, CA San Jose, CA

Georgia Medical Institute

Atlanta, GA Jonesboro, GA Marietta, GA

Harbor Medical College

Torrance, CA

Kee Business College

Chesapeake, VA Newport News, VA

National Institute of Technology

Atlanta, GA	Cross Lanes, WV	Dearborn, MI
Houston (Galleria), TX	Houston (Greenspoint), TX	Long Beach, CA
San Antonio, TX	Southfield, MI	Wyoming, MI

Olympia Career Training Institute

Grand Rapids, MI Kalamazoo, MI

Olympia College

Merrillville, IN Skokie, IL

Skadron College

San Bernardino, CA

Statement of Ownership

This campus is owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

Officers

David G. Moore	President and Chief Executive Officer
Bruce Deyong	President, Corinthian Schools, Inc.
Paul St. Pierre	Executive Vice President, Marketing and Admissions
Dennis Devereux	Executive Vice President, Human Resources
Dennis N. Beal	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Executive Vice President, Operations
Mary H. Barry	Vice President, Education
Nolan Miura	Vice President, Strategic Planning, Treasurer
Stan A. Mortensen	Vice President, General Counsel