

# INTERNATIONAL COLLEGE

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**A Message from the Director**

Welcome to International College. We are delighted that you have decided to enroll in one of our courses and we look forward to helping you reach your educational goals. At International College, we are committed to providing a positive, welcoming learning environment where students have access to all the tools necessary for success. We pride ourselves on making our educational programs easily accessible. We offer our most popular classes in both English and Spanish. Live class sessions start at convenient times that you can easily fit into your busy schedule. We also offer courses online. Distance is no obstacle when it comes to serving our students. You can take full advantage of learning right from the comfort of your own home.

This catalog will serve as a guide to ensure you receive the most out of your International College experience. You will find a range of stimulating programs, which offer both hands-on training and the opportunity to work closely with our skilled faculty members.

If you have questions or would like to discuss your educational objectives with our staff, don't hesitate to give us a call or visit us at your local campus. We encourage you to take advantage of all that International College has to offer.

Respectfully,

A handwritten signature in black ink, appearing to read 'Rogelio Gomez', with a large, stylized flourish underneath.

Rogelio Gomez  
School Director

## **ABOUT INTERNATIONAL COLLEGE**

### **History**

International College was founded in 1993 by Rogelio Gomez. Mr. Gomez envisioned a learning institution where students could further their education and acquire valuable training without the obstacles presented by the traditional college system. International College was founded on the belief that education, ethics, professionalism, and skilled training are the cornerstones of a successful future.

### **Mission Statement**

At International College, we hold our educational programs to a high standard. Our goal is to educate and train our students for success with diligence and integrity. We equip our students with knowledge and skills that are in demand. We accomplish this by providing a supportive environment that enhances learning. We strive to instill a positive attitude and a strong sense of professionalism in every student as they work towards achieving their goals.

### **License to Operate**

International College is a private institution and has been granted its license to operate from the State of California.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website: [www.bppe.ca.gov](http://www.bppe.ca.gov).

International College operates in compliance with standards set forth in the Private Postsecondary Act of 2009. Institutional license to operate must be re-approved every three years and is subject to continual review.

BPPE License to operate numbers:

Los Angeles: BPPE School Code #1923121

San Bernardino: BPPE School Code #90323908

Bakersfield: BPPE School Code #50047112

San Francisco: BPPE School Code #74722287

Sacramento: BPPE School Code #78826924

San Diego: BPPE School Code #66733959

International College is not accredited by an accrediting agency recognized by the United States Department of Education

### **Statement of Non-Bankruptcy**

International College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.) (CSC §94909(a)(12))

**Locations:**

**Los Angeles:**

5500 Pomona Blvd  
Los Angeles, CA 90022  
Phone: (323) 889-3600  
Fax: (323) 889-3606  
Website: www.icofcalifornia.com

**San Bernardino:**

1264 S. Waterman Ave Suite 17  
San Bernardino, CA 92408  
Phone: (909) 553-5508  
Fax: (323) 889-3606  
Website: www.icofcalifornia.com

**Bakersfield:**

1400 Easton Dr Building 136-D  
Bakersfield, CA 93309  
Phone: (661) 326-6410  
Fax: (661) 326-6413  
Website: www.icofcalifornia.com

**Sacramento:**

510 Bercut Dr Suite J  
Sacramento, CA 95811  
Phone: (916) 834-0573  
Website: www.icofcalifornia.com

**Fresno:**

1308 East Olive Ave  
Fresno, CA 93728  
Phone: (209) 201-5656  
Fax: (209) 722-8138  
Website: www.icofcalifornia.com

**San Diego:**

291 F Street  
Chula Vista, CA 91910  
Phone: (619) 399-6790  
Website: www.icofcalifornia.com

**Administration**

**Los Angeles School (Headquarters)**

Rogelio Gomez .....	School Director
Valerie Gomez .....	Director's Assistant
Antonia R. Montano .....	Admissions Director
Elizabeth Yac.....	Office Manager
Melissa Aguayo .....	Student Services
Amanda Gershon.....	Billing Department
Patricia Gonzalez .....	Administrative Assistant
Norma Gomez.....	Administrative Assistant
Eddie Ramirez.....	Admissions Representative
Veronica Rodriguez .....	Admissions Representative
Freddy Navarro .....	Technical Support
Alex Gomez.....	Technical Support
Miguel Perez .....	Technical Support

**Bakersfield School**

Petra Aguilar.....	Billing Department
Julianna Uranday-Osorno.....	Billing Department

**San Bernardino School**

Dalila Leon .....	Admissions Representative
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**Fresno Branch**

Amalia Aguiar ..... Admissions Representative  
 Jose Luis Barraza..... Administrative Assistant  
 Debbie Gonzales..... Administrative Assistant  
 Persida Mejia..... Administrative Assistant

**San Diego Branch**

Gloria Monroy ..... Admissions Representative

**San Francisco Branch**

Patricia Salazar ..... Admissions Representative  
 Johnnie Cooper ..... Admissions Representative  
 Maricela Radilla..... Administrative Assistant  
 Blanca Torres..... Administrative Assistant  
 Melissa Garcia ..... Administrative Assistant

**Sacramento Branch**

Thao Duong ..... Admissions Representative

**Location of Classes**

<b>Course</b>	<b>Location</b>	<b>Equipment and/or materials used</b>
Computer Applications Online	5500 Pomona Blvd. Los Angeles, CA 90022	Computers, software, hardware
Graphic Design Online	5500 Pomona Blvd. Los Angeles, CA 90022	Computers, software, hardware
Floral Design	5500 Pomona Blvd. Los Angeles, CA 90022	Scissors, wire cutter, colored wire, heat gun, knife, scissors for flower cutting
Cake Decoration	5500 Pomona Blvd. Los Angeles, CA 90022	Cake stand, metallic spatula, colors, decorating tips, nail for making flower
Small Business Bookkeeping Program	5500 Pomona Blvd. Los Angeles, CA 90022	Computers, software, hardware

## Main Campus Los Angeles

### Faculty

Name	Title	Course(s)
Alejandro Reyes.....	Instructor..... (Spanish)	Graphic Design Online
	<ul style="list-style-type: none"> <li>• International College Instructor for the past 6 years. Previously worked as a Graphic Designer with T &amp; A Design Company.</li> </ul>	
Riko A. Conley.....	Instructor..... (English)	Graphic Design Online
	<ul style="list-style-type: none"> <li>• International College Instructor for the past year. University of Southern California graduate with a Bachelor of Arts Degree in Fine Arts</li> </ul>	
Efrain Altamirano.....	Instructor..... (Spanish)	Computer Applications Online
	<ul style="list-style-type: none"> <li>• International College Instructor for the past 5 years. 3 ½ years of university level studies in Computer Engineering.</li> </ul>	
Maria Hernandez.....	Instructor..... (Spanish)	Cake Decoration Floral Design
	<ul style="list-style-type: none"> <li>• International College Instructor for the past 10 years. Previously worked as an instructor at the San Gabriel Valley Training Center for 12 years.</li> </ul>	
Jorge Reyes.....	Instructor..... (English)	Small Business Bookkeeping Program Online
	<ul style="list-style-type: none"> <li>• Over 15 years of experience being an instructor at a vocational school with 5 years of experience in bookkeeping.</li> </ul>	
Elda Angulo.....	Instructor..... (English)	Computer Applications Online
	<ul style="list-style-type: none"> <li>• University of California, Riverside graduate with a Bachelor of Arts in Spanish Literature and a Minor in Biological Anthropology</li> </ul>	
Luis Colindres.....	Instructor..... (Spanish)	Computer Applications Online
	<ul style="list-style-type: none"> <li>• Over 16 years of experience being an instructor. Mr. Colindres has a teaching credential in Adult Education from the Los Angeles County Office of Education.</li> </ul>	

**Program: COMPUTER APPLICATIONS ONLINE PROGRAM (2)**

**Objective:** This course introduces students to the Windows operating system and core Microsoft Office applications. Students will learn the basic fundamentals of the Windows OS, Microsoft Word, Microsoft PowerPoint and Microsoft Excel. Assignments and projects will be assigned periodically to help support and supplement material covered in class lessons.

There are four (4) 60-hour modules in this course. In order to successfully complete this course and receive a diploma, students must pass the test given after each module with a grade of "C" or better. No internship or externship is required.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better after each module.**

**Duration: 240 hours**

**Class Schedule:** Monday – Friday

**Time/Language:** 10:00 a.m. – 1:00 p.m. – English      10:00 a.m. – 1:00 p.m. – Spanish  
 6:00 p.m. – 9:00 p.m. – English              6:00 p.m. – 9:00 p.m. – Spanish

**Charges:**

Registration Fee*	.....	\$ 250.00
Tuition	.....	\$ 4,250.00
HP Intel Core i5 Laptop, Mouse & Earphones*	.....	\$ 600.00
Software: Microsoft Home/Student Suite (Word, Excel, PowerPoint)*	.....	\$ 150.00
Software Installation & Shipping*	.....	\$ 150.00
Office Supplies*	.....	\$ 300.00
Internet Allowance*	.....	\$ 200.00
Printer Allowance *	.....	\$ 100.00
<b>Total</b>	<b>.....</b>	<b>\$6,000.00</b>

**(If applicable, a non-refundable \$0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program due at registration).**

Module	Course	Clock hours
1.	<b>Windows</b> The Desktop and Taskbar Managing Windows, Apps, and Settings Configuration, Maintenance, and Troubleshooting	60
2.	<b>Microsoft Office Excel</b> Introduction to the Elements of Excel Working with Tables and Charts Basic and Advanced Cell Formatting Formulas and Functions	60
3.	<b>Microsoft Office PowerPoint</b> Introduction of the Elements of Power Point Working with Slides, Text, and Objects Insert Sounds, Animations & Transitions Exporting and Printing Presentations	60
4.	<b>Microsoft Office Word</b> Introduction of the Elements of Word Adjusting Styles and Layout Inserting Shapes and Images Reviewing, Proofing, Exporting, and Printing	60

**240 HOURS**

**\* Once issued to the student, these fees and equipment are non-refundable and non-returnable**



**Program: GRAPHIC DESIGN WINDOWS**

**Objective:**

This course is an online studio class that is intended to teach students how to skillfully use images, shapes, and text to create digital art and media. Through demonstrations and hands-on projects, students will learn to solve visual problems using Adobe Photoshop, Illustrator and InDesign.

Assignments and other projects will be assigned periodically to help support and supplement material covered in class lessons. There are six (6) 48-hour modules in this course. In order to successfully complete this course and receive a diploma, students must pass the test given after each module with a grade of "C" or better. No internship or externship is required.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better after each module.**

**Duration:**

**288 hours**

**Class Schedule:**

Monday – Thursday

**Time/Language:**

10:00 a.m. – 1:00 p.m. – English      10:00 a.m. – 1:00 p.m. – Spanish  
 6:00 p.m. – 9:00 p.m. – Spanish

**Charges:**

Registration Fee*	\$ 250.00
Tuition	\$ 4,100.00
HP Intel Core i5 Laptop, Mouse & Earphones*	\$ 600.00
10-Month Adobe Creative Cloud Subscription*	\$ 300.00
Software Installation & Shipping*	\$ 150.00
Office Supplies*	\$ 300.00
Internet Allowance*	\$ 200.00
Printer Allowance *	\$ 100.00
<b>Total...</b>	<b>\$ 6,000.00</b>

**(If applicable, a non-refundable \$0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).**

Module	Course	Clock hours
1.	<b>Adobe Photoshop CS6 Beginner</b> Getting to know the work area. Basic photo corrections. Working with selections. Layer basics. Masks and Channels.	48
2.	<b>Adobe Photoshop CS6 Advanced</b> Typography. Vector drawing. Advanced Layering and Compositing. Advanced Selections and Masking. Preparing files for the web.	48
3.	<b>Adobe Illustrator CS6 Beginner</b> Getting to know Illustrator. Selecting and aligning. Creating and editing shapes. Transforming objects. Drawing with the pen and pencil tools. Color and gradient. Working with text.	48
4.	<b>Adobe Illustrator CS6 Advanced</b> Advanced objects and layers. Creating patterns and symbols. Working with brushes. Applying effects. Perspective drawing. Appearance attributes and graphic styles.	48
5.	<b>Adobe InDesign CS6 Beginner</b> Getting to know InDesign. Working with objects. Working with text. Setting up a document and working with pages.	48
6.	<b>Adobe InDesign CS6 Advanced</b> Working with color. Working with styles. Importing and modifying graphics. Effects and transparency. Interactive documents.	48
		<b>288 HOURS</b>

**\* Once issued to the student, these fees and equipment are non-refundable and non-returnable**

**Program: SMALL BUSINESS BOOKKEEPING PROGRAM ONLINE**

**Objective:** In this course, students will learn the fundamental skills of effective bookkeeping and how to use QuickBooks. Students will learn to work with a general ledger, assets, liabilities, equity accounts, balance sheets and income statements. They will also learn how to manage bills and invoices, reconcile bank and credit card accounts and provide financial statements for tax preparation.

Assignments and other projects will be assigned periodically to help support and supplement material covered in class lessons.

There are nine (9) modules in this course. In order to successfully complete this course and receive a diploma, students must pass the test given after each month with a grade of "C" or better. There are a total of three tests. No internship or externship is required.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better at the end of each month.**

**Duration:** 180 hours  
**Class Schedule:** Monday - Friday  
**Time/Language:** 10:00 a.m. – 1:00 p.m. - English  
 6:00 p.m. – 9:00 p.m. - English

**Charges:**

Registration Fee*	\$ 250.00
Tuition	\$ 4,170.00
HP Intel Core i5 Laptop, Mouse & Earphones*	\$ 600.00
Book: A Complete Course by Janet Horne *	\$ 200.00
10-Month QuickBooks Accountant Desktop Edition Subscription*	\$ 30.00
Software Installation & Shipping	\$ 150.00
Office Supplies*	\$ 300.00
Internet Allowance*	\$ 200.00
Printer Allowance *	\$ 100.00
<b>Total</b>	<b>\$ 6,000.00</b>

**(If applicable, a non-refundable \$0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program due at registration).**

<b>Module</b>	<b>Course</b>	<b>Clock hours</b>
1.	Introduction to QuickBooks 2014 and Company Files	9
2.	Accounting Principles	18
3.	Sales and Receivables: Service Business	21
4.	Payables and Purchases: Service Business	24
5.	General Accounting: Service Business	24
6.	Sales and Receivables: Merchandising Business	24
7.	Payables and Purchases: Merchandising Business	24
8.	General Accounting: Merchandising Business	24
9.	Creating a Company in QuickBooks	12
		<b>180 HOURS</b>

\* Once issued to the student, these fees and equipment are non-refundable and non-returnable

**Program: FLORAL DESIGN (2)**

**Objective:** The Floral Design program provides students with in-depth instruction and hands-on training in creating professional floral arrangements for a variety of holidays and special occasions.

Projects are assigned after each module. Student progress is evaluated at the end of each month. In order to successfully complete this course and receive a diploma, students must complete 160 of instruction and complete the 16 assigned projects receiving a grade of "C" or better. Students are expected to attend all classes since hands-on work is essential. Make-up work is at the discretion of the instructor. No internship or externship is required.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of completing all assigned projects with a "C" or better after each module.**

**Duration: 160-hour program**  
**Class Schedule:** Monday, Wednesday, Friday  
**Time/Language:** 9:00 a.m. – 2:30 p.m. - Spanish

<b>Charges:</b>	Registration Fee* .....	\$ 250.00
	Tuition .....	\$ 4,250.00
	Supplies and Equipment* .....	\$ 1,000.00
	Transportation Allowance* .....	\$ 500.00
	<b>Total... ..</b>	<b>\$ 6,000.00</b>

(If applicable, a non-refundable \$0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).

<b>Module</b>	<b>Course</b>	<b>Clock hours</b>
1.	Introduction to different types of flowers, vases and supplies.	10
2.	Pyramidal Design Flower Vase	10
3.	Topiary	10
4.	Gardening	10
5.	Round Bouquet	10
6.	Using Brushes and Acrylic Paints	10
7.	Indian Fruit Bowl	10
8.	Table Centerpiece	10
9.	Infant Shower Balloon Centerpiece	10
10.	Accessorizing Weddings	40
11.	Natural Flowers Arrangements	10
12.	Natural Flowers Poodle Vase	10
13.	Natural Flowers Table Centerpiece	10
		<b>160 HOURS</b>

\* Once issued to the student, these fees and equipment are non-refundable and non-returnable

**Program: CAKE DECORATION (2)**

**Objective:** This program is designed for students who wish to learn the basic art of cake decorating. In this class, students will receive a combination of in-depth instruction and hands-on training. Topics include cake decorating tools, styles of cakes, how to properly ice a cake and many more.

Projects are assigned after each module. Student progress is evaluated at the end of each month. In order to successfully complete this course and receive a diploma, students must complete 160 of instruction and complete the 16 assigned projects receiving a grade of "C" or better. Students are expected to attend all classes since hands-on work is essential. Make-up work is at the discretion of the instructor. No internship or externship is required.

**Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of completing all assigned projects with a "C" or better after each module.**

**Duration:** 160-hour program  
**Class Schedule:** Monday, Wednesday, Friday  
**Time/Language:** 9:00 a.m. – 2:30 p.m. - Spanish

<b>Charges:</b>	Registration Fee* .....	\$ 250.00
	Tuition... ..	\$ 4,250.00
	Supplies and Equipment* .....	\$ 1,000.00
	Transportation Allowance* .....	\$ 500.00
	<b>Total... ..</b>	<b>\$ 6,000.00</b>

(If applicable, a non-refundable \$0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).

<b>Module</b>	<b>Course</b>	<b>Clock hours</b>
1.	Natural-Flower Decorated Cake	10
2.	Season’s Fruit Cake	10
3.	Photograph-Decorated Cake	10
4.	Baby Shower Cakes	10
5.	Girl’s Birthday Cakes	10
6.	Boy’s Birthday Cakes	10
7.	Holiday Cakes	10
8.	Fruit Baskets	10
9.	Sports Cakes	10
10.	Valentines Cakes	10
11.	Fondant	10
12.	2-Tier Fondant Cakes	10
13.	Religious Baptismal Cakes	10
14.	Religious First Holy Communion Cakes	10
15.	XV Años / Sweet Sixteen Cakes	10
16.	Wedding Cakes	10
		<hr/>
		<b>160 HOURS</b>

**\*Once issued to the student, these fees and equipment are non-refundable and non-returnable**

## STUDENT CALENDAR

### Holidays

International College is closed during the following holidays:

- Martin Luther King Jr. Day: January 16, 2017
- Presidents' Day: February 20, 2017
- Memorial Day: May 29, 2017
- Independence Day: July 4, 2017
- Labor Day: September 4, 2017
- Thanksgiving: November 23 & 24, 2017

International College closes during the last 2 weeks of the year for Winter Break. The dates are December 25, 2017 through January 8, 2018.

## ACADEMIC POLICIES

### Maximum Time to Complete Program

Students must complete their program within the specified time given. If a student does not finish within the specified time given and wishes to continue, the student may submit a request to do so in writing. The determination of whether to grant the student's request will be made at the Director's discretion.

### Grading system

International College uses a letter grading system. If a student receives a non-passing grade on an assignment, quiz, test or module; the student may be able to retake it. This decision will be made at the instructor's discretion. It is the responsibility of the student to request a retake. The progress and quality of a student's work is measured using a system of letter grades and grade percentages as shown below. Grades are based on the quality of work performed by the student.

PERCENTAGE	LETTER GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D (Not Passing)
59% and below	F (Not Passing)

### **Satisfactory Academic Progress**

International College's instructors will advise students of their academic progress at the end of each module and recommend make-up work, quizzes, tests and modules as necessary.

### **Attendance Requirements**

Students are highly encouraged to attend all class sessions. If a class is missed, it is the student's sole responsibility to make up any coursework, assignments, quizzes, or tests.

### **Leave of Absence**

Any student who requests a leave of absence must submit a written request to the Director of the school. The student's written request must be dated and signed by the student and must specify the dates of the requested leave of absence and the reason for the leave. The determination of whether to grant the student's requested leave of absence will be made at the Director's discretion. It is the student's responsibility to contact the school after the leave of absence to continue their program.

### **Graduation Requirements**

Students are required to complete all modules in their program with a "C" or better grade average in order to satisfy the requirements for graduation.

### **Distance Education**

International College offers distance education for certain programs to students anywhere in the United States who cannot physically attend any of our schools. We use methods such as GoToMeeting, Team Viewer and Skype for visual and oral instruction.

Coursework and projects may be turned in online. Feedback, evaluations, and grades are provided online to the student.

### **Distance Education Disclaimer**

As part of the online training program, International College utilizes the services of GoToMeeting as the main application for sharing computer screens between the instructor and the student during class time. With this application, the instructor may request access to the student's computer screen and the student may grant permission by clicking "confirm" on the Requesting Dialog. The instructor can only access the student's screen after receiving permission from the student.

International College installs and may utilize Team Viewer on student computers. As long as Team Viewer is enabled on the student's computer, the instructor may access the student's computer without receiving permission through a computer form or dialog. The request to access Team Viewer is *verbal*. These programs are to be used only during class and when providing technical support to the student.

It is the student's sole responsibility to uninstall these programs at the end of their course. Once uninstalled, International College will no longer have access to the student's computer.

### **Program Changes**

International College reserves the right to make any program or curriculum changes at any time. However, we will work with students who wish to continue instruction with our school in other programs if the original desired program is no longer available. We will make every effort to notify students of such changes in advance in order to allow them to make accommodations in a timely manner.

### **Language of Instruction**

Classes are conducted in both English and Spanish. For specific language of instruction for each program, please refer to the schedule of classes.

## **Credit Transfer**

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at International College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn at International College is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution is not accepted at the institution to which you may seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending International College to determine if your certificate will transfer.

## **Transfer and Articulation Agreements**

International College has not entered into an articulation or transfer agreement with any other college or university. Students are not required to have a minimum number of units from another institution, and any certification courses are not transferable to another institution for credit.

International College does not grant credit for prior experiential learning.

## **Foreign Students**

Students from other countries are welcome to enroll in our programs, however, interested students must make all necessary visa arrangements.

## **Language Proficiency**

General knowledge of English or Spanish, written and spoken is necessary to participate in our programs. No levels of proficiency have been established hence no documentation of proficiency is required. No language services are provided.

## **FINANCIAL INFORMATION**

### **Financial Aid/Vouchers**

Students who wish to enroll in any of our courses must present a voucher issued by their issuing insurance company as proof of financial responsibility. Upon verification, International College will decide at its discretion the admittance of such student into a program.

We also accept students who wish to enroll in any of our programs but do not have an insurance issued voucher, and instead wish to pay the tuition themselves using cash, guaranteed student loans, or personal loans.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

International College participates in state financial aid programs. This institution accepts supplemental job displacement vouchers.

## **Student Tuition Recovery Fund (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay for reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau for Private Postsecondary Education.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The STRF rate for students signing enrollment agreement is \$.00 per \$1,000 of tuition paid. A sample calculation is as follows: for tuition paid of \$1,499 or LESS, it is rounded down to \$1,000; and the assessment is \$.00. If the tuition paid is GREATER THAN \$1,500, the amount paid will be rounded up to \$2,000, hence, the STRF fee to be charged is \$0 (\$2,000 x .0000).

**NOTE:** The STRF fee is non-refundable

Questions regarding the STRF maybe be directed to the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818. Phone: (916) 263-1896.



## **Cancellation and Withdrawal Policies**

Students have the right to cancel their enrollment agreement or withdraw from their program at International College. Cancellation or withdrawal is effective only by way of written notice received by International College from the student. Student conduct, including, but not limited to: lack of attendance, will not result in withdrawal from the program.

Cancellation or withdrawal is effective only upon delivering written notice to the school in person or by mail. It is the student's responsibility to verify that International College has received written notice. Cancellation is effective on the date written notice of cancellation is received by International College. Written notice of cancellation sent by mail must be mailed to: 5500 Pomona Blvd, Los Angeles, CA 90022.

Upon cancellation, students may obtain a refund of unearned institutional charges if notice of cancellation is made before attending the first class session, or by the seventh class day after enrollment, whichever is later. International College shall pay or credit refunds within 45 days of a student's cancellation.

If a student withdraws from the program after a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund less applications fees and nonrefundable charges outlined in the student enrollment agreement. Refund will be sent to the original payer of the agreement.

You will be provided with a copy of the school's cancellation policy and form, which you may use to cancel your enrollment with the school. A cancellation notice must be signed, dated and indicate that you no longer desire to be bound by the enrollment agreement or attend class.

### **Refund Policy**

**NOTICE:** If any fees were paid thru a third party such as an insurance company, the refund will be forwarded to such third party. If the student has paid with cash, guaranteed student loans, or personal loans, the refund will be forwarded to the student.

All refunds will be forwarded within 30 days, but no more than 45 days, from the date the school receives your cancellation notice. We will forward you and your insurance company any documents and/or agreements provided by you during your enrollment.

In order to receive a full refund of the money paid, minus any non-refundable charges and a cancellation fee, the cancellation notice must be in writing and received within the time period mentioned above in the cancellation/withdrawal policy section. The form must be signed and dated.

### Refund Policy Example

Computer Applications Live Online Course refund example. This example is based on 100 hours attended before withdrawal:

Total Course Cost: \$6,000

\$ 250.00	Non-refundable Registration Fee
\$ 600.00	Computer (Non-Returnable)
\$ 100.00	Printer (Non-Returnable)
\$ 150.00	Software: Microsoft Office (Non-Returnable)
\$ 150.00	Software Installation and Shipping (Non-Refundable)
\$ 200.00	Internet Services (Non-Refundable)
\$ 300.00	Office Supplies (Non-Refundable)
\$1,750.00	= Non-Refundable fees owed to School

\$4, 250.00	Tuition
Divided by 240 hrs.	Total amount of course hours
Equals \$17.71	Charge to Student per hour
Multiply by 100	100 hours attended before Written Notice of Withdrawal
= \$1,771.00	Tuition for training hours provided owed to School

= \$3,521.00 Total amount owed to School

\$6,000	Total Course Cost
-\$3,521.00	Total amount owed to School
= \$2,479.00	Total Amount of Refund Owed to Insurance Company

If the student is eligible to pay the Student Tuition Recovery Fund fee, the total amount of \$3,521.00 is rounded to \$3,000.00 multiplied by .0, which equals to \$0, amount that will be added to the total amount due. This charge is collected at the time of registration, if applicable to the student, and it is a non-refundable charge. Therefore, the total amount owed to the school will be:

\$3,521.00	Total Amount Owed to School
+\$ 0.00	Student Tuition Recovery Fund Fee
= \$3,521.00	Total Charges

\$6,000.00	Total course cost
-\$3,521.00	Charges
= \$2,479.00	Total Amount of Refund Owed to Student

The above example is a guideline to help the Student and the School determine the amount owed to the School and the amount of the refund returnable to the Insurance Company, under the terms and conditions provided in this agreement.

**NOTE:** If the school has transmitted the student the balance of the material as the student has requested, the school will provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but it will not be obligated to pay any refund after all of the lessons and material are transmitted.

## STUDENT CODE OF CONDUCT

Students of International College are expected to conduct themselves in a professional manner with consideration and respect for students, staff, and instructors. International College reserves the right to suspend or terminate the enrollment of any student found to be in violation of this code of conduct. Violations include, but are not limited to the following:

- Willful disobedience or disregard for the rules and regulations of the college
- Dishonesty, cheating, or furnishing false information
- Obstruction or disruption of classes
- Theft or damage of property belonging to the college and/or member of the college
- Disorderly, lewd, indecent, obscene, offensive conduct or negative expression toward students or staff members
- Harassment, assault, battery, abuse, or any threat of force or violence directed toward students, staff, or any member of the college
- Use, possession, distribution, or presence of drugs and/or alcohol whether on school grounds or during any live class
- Use, possession, distribution, or presence of any object that might be used as a lethal weapon or risk the health and safety of students and staff

### **Anti-harassment Policy**

International College is committed to providing a learning environment free of unlawful harassment, and will take all reasonable steps to prevent such from occurring. In addition to prohibiting other forms of unlawful discrimination, the school maintains a strict policy prohibiting harassment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, pregnancy, age, sexual orientation, and any other basis protected by applicable federal, state or local law. All such harassment is **prohibited**. International College's anti-harassment policy applies to everyone involved in the operation of the school and all students, and prohibits harassment by any school student, employee, including supervisors, co-workers, and any person conducting business with or for the school.

### **Non-discrimination and Diversity (Affirmative Action Policy)**

School policy prohibits unlawful discrimination based on race, color, creed, sex, gender, marital status, age, pregnancy, national origin, physical disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. All such discrimination is **unlawful**. International College is committed to complying with all applicable laws and prohibits unlawful discrimination by any student, employee of the school, including supervisors and co-workers. If you believe you have been subjected to any form of unlawful discrimination, you may report the incident to any school official.

International College is committed to providing a work environment free of unlawful harassment, and will take all reasonable steps to prevent such from occurring. International College's non-discrimination and diversity policy applies to everyone involved in the operation of the school and prohibits harassment by any student, school employee, including supervisors, co-workers, and any person conducting business with or for the school.

### **Probation Policy**

Students are encouraged to complete the programs within the allotted time to graduate. However, if a student falls behind in the coursework, we offer academic assistance as specified in the Student Services section of this catalogue. When a student is unable to successfully complete a module or a program, the student is placed under academic probation and given an opportunity to make up the coursework and retake missed or failed tests at a later time or whenever these are offered again (subject to availability). The number of times a student is allowed to retake tests, a module, or a program, as well as the time allowed for this, is at the discretion of the instructor and the Director of the school. Our goal is that every student graduates from the assigned program.

A student may also be placed under probation for engaging in prohibited conduct. At the discretion of the school's Director, a student's probation will be revoked once the issue has been resolved.

### **Grounds for Disciplinary Action**

International College reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

1. Failure to pay tuition
2. Engaging in discriminatory or abusive behavior
3. Reckless or disorderly conduct that negatively affects the classroom setting

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal. The order in which they are applied and what type of disciplinary action is taken is at the discretion of the school's President.

## **STUDENT SERVICES**

### **Academic Assistance**

International College offers academic assistance based on staff availability and is subject to change without prior notice. We offer Technical Support and Basic Introductory Classes to students.

- **Technical Support is available Monday-Friday between 8:30 am -5:30 pm**
- **The Basic Introductory Classes are taught as follow:**  
9:00 a.m. – 10:00 a.m. & 5:00 p.m. – 6 p.m. (English)  
9:00 a.m. – 10:00 a.m. & 5:00 p.m. – 6 p.m. (Spanish)

The Basic Introductory Classes are designed to prepare students with little or no prior computer knowledge before beginning their course.

### **Resume Workshops**

International College offers resume workshops. This workshop is offered twice a month and is subject to change based on staff availability without prior notice. The workshop is designed to help students develop a resume.

### **Learning Resources**

International College does not have a library available to students. Our instructors make any learning material, recorded classes or missed coursework available to students upon request.

### **Students with Disabilities**

At International College, we are committed to providing reasonable accommodations for students with disabilities. Students seeking academic accommodations due to a disability should make the request at the time of enrollment, or to the program instructor prior to or during the 1st week of class attendance.

In order to further assist students who are unable to physically attend classes at our schools we offer prerecorded class sessions, which can be reviewed online. Most of our programs can be taught live online and students can receive instant feedback. We will make every effort to deliver instruction to students with disabilities. However, we cannot guarantee that every case will have the desired outcome in regards to expected accommodations.

### **Housing Assistance**

International College does not have dormitory facilities available to students. The school doesn't provide assistance to students in finding housing. However, our school is located in a residential area, which may allow a student to easily find housing if desired. Apartments near our school may be leased or rented at prices ranging from \$1000 to \$1800 for a one-bedroom unit. The student is solely responsible for their own housing arrangements, as well as their security and safety.

### **School Facilities**

International College's headquarters is located at 5500 Pomona Boulevard, Los Angeles, California 90022. Administrative offices are located on the first floor and classrooms are located on the second floor. It is near major freeways and only minutes away from Downtown Los Angeles.

International College has branches located at:

510 Bercut Drive Suite J

Sacramento, CA 95811

Phone: (916) 834-0573

This branch is located in an office space. Services offered: Enrollment and Administrative Support.

1400 Easton Drive Building 136-D

Bakersfield, CA 93309

Phone: (661) 326-6410

This branch is located in an office space. Services offered: Enrollment and Administrative Support.

1264 S. Waterman Avenue, Suite 17

San Bernardino, CA 92408

Phone: (909) 553-5508

This branch is located in an office space. Services offered: Enrollment and Administrative Support.

291 F Street

Chula Vista, CA 91910

Phone: (619) 399-6790

This branch is located in an office space. Services offered: Enrollment and Administrative Support.

1308 East Olive Ave

Fresno, CA 93728

Phone: (209) 201-5656

This branch is located in an office space. Services offered: Enrollment and Administrative Support.

## **Student Complaint and Grievance Procedure**

### **“SPECIAL NOTICE ABOUT THE PURPOSE OF THE CATALOG, ITS PROVISIONS AND LIMITATIONS”**

This catalogue is the document of authority for all students. While every effort is made to ensure the correctness and timeliness of information contained in the catalogue, International College cannot guarantee its accuracy. The school reserves the right to change its policies, rules, regulations, graduation requirements, course offerings, fee information and any other contents of this catalogue at any time. International College will publish a revised catalogue at the beginning of the academic year in order to keep the information up to date.

As a prospective student, you are encouraged to review this catalogue prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), 1-888-370-7589, 1-916-431-6959 or by Fax: 1-916-263-1897.

### **Resolution of Disputes**

As a student, you are expected to adhere to acceptable school policies in matters of personal conduct, and exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that, while you are a student at International College, you refrain from any behavior that might be harmful to you, other students and school staff.

We do not expect that everyone will always get along with one another or agree with one another in all matters. However, the school will not tolerate students speaking to each other or to staff members in a derogatory manner over a disagreement or any other form of dispute. The following are procedures which may be followed to address or resolve disputes:

- If you have a problem or issue with another student during a class session and this matter cannot be resolved amongst yourselves, inform your instructor or another staff member, rather than discussing it with others.
- If you have a problem or issue with one of our staff members, you may address it by writing to the school’s Director, or request a meeting to speak with the Director regarding the matter.

Although International College cannot guarantee that, in each instance, the student will be satisfied with the result or answer, the school will attempt in each instance to resolve the matter in the best way possible. Disciplinary measures will be taken accordingly, or as recommended under, but not limited to, the Probation and Dismissal/Termination Policies.

If, however, your concern is not resolved satisfactorily, you may follow the procedures specified in the above sub-section (Student Complaint/Grievance Procedure) to contact the Bureau for Private Postsecondary Education.

### **Family Educational Rights and Privacy Act**

International College maintains the privacy of student education records and allows students the right to inspect their education records consistent with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA). Additional information regarding FERPA is also available on the U.S. Department of Education website: [www.ed.gov](http://www.ed.gov).

Faculty and staff who request access to student academic records in order to execute their normal duties must first review the information found on the abovementioned website for FERPA and complete the tutorial before access will be granted.

Students wishing to review or seeking to amend their education records should submit a written request to the school office in which the record is maintained.

At the discretion of school officials, International College may release certain information classified as directory information unless the student requests that such information not be released.

Students wishing to restrict release of directory information may do so by completing the appropriate form provided by International College at any of our offices. Such requests remain in effect for the entire duration of the student's enrollment in the school.

Recognizing that many students wish to share information from their educational records with their family members in case of an emergency or other special circumstances, International College also has a form to provide the following:

- Allow students to grant their spouses access to education and medical records;
- Allow specified family members/relatives to view elements of the education records that are available in International College's student record files.

Spouses and other family members/relatives who wish to gain access to information from the education records of their spouse/family member/relative who is a student in any of our schools, will not be provided the information unless the student has granted access by completing the appropriate release form, authorizing the school to release specific information from their education records to approved individuals.

### **Retention of Student Records**

International College keeps students' records for no less than 5 years at its main location, 5500 Pomona Boulevard, Los Angeles, CA 90022.

International College shall maintain, for each student granted a diploma by the institution, permanent records of all of the following:

- (1) The diploma granted and the date on which it was granted.
- (2) The courses on which the certificate was based.
- (3) The grades earned by the student in each of those courses.

## **HEALTH AND SAFETY CONSIDERATIONS**

### **Substance Abuse Policy**

International College is committed to provide a substance free work place for its students and employees. This policy applies to all students, without exception, including employees. No student is allowed to consume, possess, sell or purchase any drug or alcoholic beverage, which may impair an individual's mental or physical capacity, on any property owned by or leased on behalf of International College. The school will not tolerate students who attend the school while impaired by use of alcoholic beverages or drugs. All students should report evidence of alcohol or drug abuse to a staff member immediately.

Students who violate the Substance Abuse Policy will be subject to disciplinary action, including termination.

### **Limitation of Liability**

Although International College does not offer counseling services to its students, we do encourage all to maintain good physical, mental and social health. Nevertheless, we encourage students to assume responsibility for their personal wellbeing. In the event of a life-threatening medical emergency, on or near any of International College's campuses or offices, call 911.

Upon availability, we may offer services, such as extended orientations, to enhance students' skills and attitudes in adapting to academic life. These services may help students to: 1) positively interact with people from diverse backgrounds 2) creatively handle social and academic stresses and challenges 3) have the most satisfying and productive experience at International College. All personal information discussed in these orientations is kept confidential.

### **Safety**

International College is committed to providing you with a safe learning place to ensure the health and safety of all its students and employees. At the same time, it is your responsibility to promptly report potential hazards, unsafe conditions, and unsafe practices, as observed, to a staff member. Should an unsafe condition or accident occur, whether or not anyone is injured, it should be reported to a staff member as soon as possible. All injuries must be reported to your instructor or other available staff member immediately.

### **Housekeeping**

Neatness and good housekeeping are signs of efficiency. Students are expected to keep their work areas neat and orderly at all times; it is a required safety precaution. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repairing or replacing to your instructor.

### **Workplace Security Policy**

International College is committed to maintaining a safe and secure learning place. In order to maintain a secure learning environment, the school strictly prohibits students, employees and visitors from bringing any firearms on school property. Students must be aware of persons loitering for no apparent reason in and around school premises such as, but not limited to: parking areas, walkways, entrances, exits and service areas. Students should report any suspicious activities to a staff member. Secure your belongings when called away from your study area for an extended length of time or at the end of the school day. Do not leave valuable or personal articles in or around your study area.

As a security measure, visitors other than current students are not permitted to enter the non-public areas of International College premises without approval from a school official. This policy applies during school hours and non-school hours. All authorized visitors must sign in at the reception desk and be accompanied by a staff member at all times.