



THE AMERICAN FITNESS
AND NUTRITION ACADEMY

Lead With Fitness.

Nationally Accredited Through
The Accrediting Council
For Continuing Education
And Training



Winter Quarter 2017

Fitness Career? Right Choice, Right Time.

Since 2009, the American Fitness and Nutrition Academy (AFNA) has delivered the highest standards of fitness education. Students who choose AFNA share in our commitment to excellence and reap the rewards of a focused, skillfully executed program designed to prepare them for successful, lasting careers in fitness.

Through AFNA's academic partnership with the American College of Sports Medicine (ACSM), our students receive the most scientifically credible and internationally renowned curriculum available today. Coupled with our own cutting edge nutrition and kinesiology curricula, hands-on exercise programming, and dynamic instruction, our students enter the fitness field with the confidence, experience, and practical tools necessary to achieve outstanding client fitness results from the start.

Are you interested in becoming a Yoga Teacher? AFNA is officially registered as a yoga training school with the Yoga Alliance. Upon graduation, you will not only receive your AFNA Yoga Teacher Certificate of Completion, but you also qualify to register with the Yoga Alliance for the Registered Yoga Teacher 200 Hour (RYT-200) distinction.

Whether you are a fitness industry veteran or just starting out, the American Fitness and Nutrition Academy offers you the opportunity to excel - both personally and professionally. Call us today at (626) 782-6200, or register for classes online at afna.edu.



AMERICAN COLLEGE
of SPORTS MEDICINE

SECTION GUIDE

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AFNA

350 S Lake Ave, Suite 260
Pasadena, CA 91101
ph: (626) 782-6200

Auxiliary Classroom

345 S Lake Ave
Pasadena, CA 91101

website: afna.edu

NEEDED!

~~WANTED:~~ Fitness Professionals



The U.S. Bureau of Labor Statistics projects that employment in fitness will outpace growth in all other professions combined by a factor of 27% through 2016.

Individuals, business, doctors, and health insurers alike see the benefit of making time for exercise and nutrition. With two-thirds of the country overweight or obese, Americans are turning more urgently than ever to qualified Personal Trainers for real fitness and nutrition solutions.

Students of the American Fitness and Nutrition Academy are equipped with the kind of knowledge and experience that can open doors of opportunity to literally thousands of fitness and wellness employers around the country. Whether pursuing a career in personal and group training, athletic conditioning, yoga teaching, or all of the above - you are absolutely on the right track toward a fulfilling experience both personally and professionally.

Whatever your goal may be in the fitness business, AFNA's mission is to see you get there!

Approval to Operate

AFNA is a private institution licensed by the California Bureau for Private Postsecondary Education (BPPE) and operates in compliance with the California Private Postsecondary Education Act of 2009 (§94800 - §94950; California Education Code). AFNA is approved by the BPPE for the following programs (school code 22574079). Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Act of 2009.

<u>Career Programs</u>	<u>Clock Hours</u>	<u>Credits*</u>	<u>Duration (weeks)</u>
Fitness and Nutrition Trainer	600	52.5	24, 32, 36, or 48

Continued Education Courses for

<u>Fitness and Nutrition Trainer</u>	<u>Clock Hours</u>	<u>Credits*</u>	<u>Duration (weeks)</u>
Yoga Teacher	180	13.5	24 or 48
Corrective Exercise Trainer	75	7.0	12
Athletic Performance Trainer	75	5.2	12

**Quarter Credit Hours (See 'Clock Hours-to-Quarter Credits Conversion Formula' Policy in this Catalog)*

Any questions a student may have regarding this catalog that have not been satisfactorily answered by this institution may be directed to The Bureau for Private Postsecondary Education:

Physical Address: 2535 Capitol Oaks Dr, Ste 400, Sacramento, CA 95833

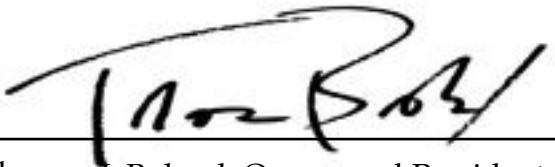
Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818

Phone: (916) 431-6959 or (888) 370-7589 | Fax: (916) 263-1897 | Web: <http://www.bppe.ca.gov>

As a prospective student, you are encouraged to review this catalog 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.

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

The information contained in this school catalog is true and correct in content and policy.



Thomas J. Boland, Owner and President
American Fitness and Nutrition Academy

2017 Winter | Career Fitness Programs

Daytime Academy

Duration: Six Months (Winter and Spring Periods); 600 Clock Hours; 52.5 Quarter Credits



Starts: Mon, Jan 2, 2017

Ends: Fri, Jun 30, 2017

Program Days and Times

Monday	Tuesday	Wednesday	Thursday	Friday
10:00am 3:30pm	10:00am 3:30pm	10:00am 3:30pm	10:00am 3:30pm	10:00am 3:30pm

CPR and AED credentialing through the American Heart Association is included, but scheduled separately.

Need to Enroll Later? Check Out These ...

Future Program Start Dates!

SPRING 2017	4/3/2017...9/29/2017
SUMMER 2017	7/10/2017...12/22/2017
FALL 2017	10/2/2017...3/30/2018

Winter Quarter Detailed Class Schedule

Fitness Trainer Essentials	M, W	9:00 am - 2:30 pm	1/2/2017...2/6/2017
Fitness & Performance Nutrition	T, Th	9:00 am - 11:30 am	1/3/2017...3/21/2017
Trainer & Client Sessions Lab	T, Th	12:00 pm - 2:30 pm	1/3/2017...3/23/2017
Corrective Exercise Training	F	9:00 am - 11:30 am	1/6/2017...3/24/2017
Group Exercise	F	12:00 pm - 2:30 pm	1/6/2017...3/24/2017
Career Week!	W, Th	9:00 am - 2:30 pm	2/8/2017...2/9/2017
Fitness Trainer Essentials Pull	M, W	9:00 am - 2:30 pm	2/13/2017...3/20/2017
Certification Exam Prep	W, Th	9:00 am - 2:30 pm	3/22/2017...3/23/2017

Spring Quarter Detailed Class Schedule

Fitness Trainer Essentials	M, W	9:00 am - 2:30 pm	4/3/2017...5/8/2017
Science of Exercise	T, Th	9:00 am - 11:30 am	4/4/2017...6/27/2017
Trainer & Client Sessions Lab	T, Th	12:00 pm - 2:30 pm	4/4/2017...6/29/2017
Business of Training	F	9:00 am - 11:30 am	4/7/2017...6/30/2017
Group Exercise	F	12:00 pm - 2:30 pm	4/7/2017...6/30/2017
Career Week!	W, Th	9:00 am - 2:30 pm	5/10/2017...5/11/2017
Fitness Trainer Essentials Row	M, W	9:00 am - 2:30 pm	5/15/2017...6/26/2017
Certification Exam Prep	W, Th	9:00 am - 2:30 pm	6/28/2017...6/29/2017

Evening Academy

Duration: Eight Months (Winter and Spring Periods); 600 Clock Hours; 52.5 Quarter Credits



Starts: Mon, Jan 2, 2017

Ends: Thu, Aug 17, 2017

Program Days and Times

Monday	Tuesday	Wednesday	Thursday
5:00pm 10:00pm	5:00pm 10:00pm	5:00pm 10:00pm	5:00pm 10:00pm

CPR and AED credentialing through the American Heart Association is included, but scheduled separately.

Need to Enroll Later? Check Out These ...

Future Program Start Dates!

SPRING 2017	5/1/2017...12/21/2017
FALL 2017	8/28/2017...4/26/2018
WINTER 2018	1/1/2018...8/16/2018

Winter Quarter Detailed Class Schedule

Fitness Trainer Essentials	M, W, Th	5:00 pm - 8:00 pm	1/2/2017...2/9/2017
Trainer & Client Sessions Lab	M, W	8:00 pm - 10:00 pm	1/2/2017...4/19/2017
Fitness & Performance Nutrition	T	5:00 pm - 10:00 pm	1/3/2017...3/28/2017
Group Exercise	Th	5:00 pm - 7:00 pm	1/5/2017...4/20/2017
Career Week!	T	5:00 pm - 10:00 pm	2/20/2017...2/21/2017
Fitness Trainer Essentials Pull	M, W, Th	5:00 pm - 8:00 pm	2/22/2017...4/3/2017
Corrective Exercise Training	M, T, W, Th	5:00 pm - 8:00 pm	4/4/2017...4/19/2017
Certification Exam Prep	T, Th	8:00 pm - 10:00 pm	4/4/2017...4/20/2017

Spring Quarter Detailed Class Schedule

Fitness Trainer Essentials	M, W, Th	5:00 pm - 8:00 pm	5/1/2017...6/8/2017
Trainer & Client Sessions Lab	M, W	8:00 pm - 10:00 pm	5/1/2017...8/16/2017
Science of Exercise	T	5:00 pm - 10:00 pm	5/2/2017...7/25/2017
Group Exercise	Th	8:00 pm - 10:00 pm	5/4/2017...8/17/2017
Career Week!	M, T	5:00 pm - 8:00 pm	6/19/2017...6/20/2017
Fitness Trainer Essentials Row	M, W, Th	5:00 pm - 8:00 pm	6/21/2017...7/31/2017
Business of Training	M, T, W, Th	5:00 pm - 8:00 pm	8/1/2017...8/16/2017
Certification Exam Prep	T, Th	8:00 pm - 10:00 pm	8/1/2017...8/17/2017

2017 Winter | Career Fitness Programs

Yoga Teacher

Duration: Six Months (Winter and Spring Periods); 180 Clock Hours; 13.5 Quarter Credits



Starts: Sun, Jan 8, 2017

Ends: Sun, Jul 2, 2017

Program Days and Times

Sunday

10:00am
5:45pm

Winter Quarter Detailed Class Schedule

Essentials of Yoga Teaching	Su	10:00 AM - 1:45 PM	1/8/2017...3/26/2017
Applied Yoga Pose Work Lab	Su	2:00 PM - 5:45 PM	1/8/2017...3/26/2017

Spring Quarter Detailed Class Schedule

Essentials of Yoga Teaching	Su	10:00 AM - 1:45 PM	4/2/2017...6/25/2017
Applied Yoga Pose Work Lab	Su	2:00 PM - 5:45 PM	4/2/2017...6/25/2017

Need to Enroll Later? Check Out These ...

Future Program Start Dates!

SPRING 2017	4/9/2017...9/24/2017
SUMMER 2017	7/9/2017...12/17/2017
FALL 2017	10/1/2017...3/25/2018



School Mission Statement

The American Fitness and Nutrition Academy exists to educate and vocationally prepare a premiere workforce of fitness, nutrition, and allied healthcare practitioners, to support the employment efforts and business pursuits of these same practitioners, and to advance the nationally critical priority of health, fitness, and nutrition awareness through industry outreach and community education activities.

Broad Institutional Goals

Since its founding in 2009 and in ongoing service to its mission statement, AFNA has empowered an institutional philosophy that has proved effective in equipping its students with structured educational training and trade-competitive skill sets.

- Hire qualified instructors, encourage and support their trade-related continuing education, and provide competitive wage and benefits packages intended to promote long-term instructor loyalty and retention;
- Cultivate industry relationships to promote awareness of the school's programs and to create an active, reliable bridge between job-seeking students and employers;
- Provide and maintain clean, modern training facilities and equipment;
- Select curriculum that optimizes student learning and skill retention, and that accommodates career market trends and requirements;
- Participate at conventions, trade expositions, primary school functions, and other events with the intent to foster public appreciation for the benefits of healthy and active lifestyles, and to introduce students to the communities they will serve;
- Pursue conservative but persistent growth to fulfill fitness, nutrition, and allied healthcare employment demand and, while doing so, solidify the school's reputation and expand career opportunities for AFNA graduates;
- Remain exclusive to fitness, nutrition, and allied healthcare career education so that the school's mission is not diluted with unrelated vocational programs.

History, Ownership, Status, and Business License

The American Fitness and Nutrition Academy ("AFNA") was founded in 2009 in Santa Barbara, California for the sole purpose of providing relevant and innovative career education to meet a growing industry need for qualified fitness and nutrition trainers. Maintaining continuous operations, AFNA relocated in August 2010 to Pasadena, California, where it then expanded its career education mission to include allied healthcare career education. The American Fitness Nutrition Academy (AFNA) is the "dba" operating name of American Fitness and Nutrition Academy, Inc., a California Corporation ("AFNA, Inc."). Tom Boland, school founder and CEO, is the 100% owner of AFNA, Inc. as of January, 2014.

AFNA, Inc. does not have a pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has it filed a petition within the preceding five years, nor has it had a petition of bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.).

AFNA maintains a current business tax permit for operations within the city of Pasadena, California.

Location of School and Contact Information

The business offices of the American Fitness and Nutrition Academy (AFNA) are headquartered in Pasadena, California. To reach our Admissions Department, or to mail payment, or for any general academic or business correspondence, please address us at:

AFNA
350 South Lake Ave, Suite 260
Pasadena, CA 91101

Auxiliary Classroom @ Breakthru Fitness
345 South Lake Ave
Pasadena, CA 91101

All classes are held at the locations above.

Our main phone number for school-wide admissions and all academic and business matters is (626) 782-6200. To send a fax, please dial (626) 782-6151. You may also obtain school information by way of our website at afna.com.

Administrator and Staff Information

Tom Boland, School Director and Lead Instructor
Ben Zhuang, Instructor
Roger DeLaCruz, Instructor
Brenda Chestnut, Instructor
Cathy Smith, Financial Services and Accounts Receivable

Designated VA Representatives

Tom Boland

Student Exchange and Visitor Program Designated School Officers

Tom Boland, PDSO

Facilities and Equipment

The AFNA classroom is equipped with audiovisual presentation equipment to assist the instructor in effective delivery of the AFNA curriculum. Human anatomical models, displays, charts, and diagrams are also available for demonstration purposes during the class lecture component to deepen student understanding of course content. A wide variety of fitness equipment is utilized by instructor and student alike to better grasp concepts in human movement, exercise, and client program design. All the fitness equipment normally encountered in a commercial athletic club environment is directly available for each student's hands-on training under the supervision of their AFNA instructor(s).

Other facilities: Restrooms and locker rooms are available for student use. An outdoor "lunch break" area with seating is also available.

Accreditation

AFNA is nationally accredited through the Accrediting Council for Continuing Education and Training (ACCET), and the school is committed to the Principles of Ethics established by that agency. If, after following the school's established Grievance Policy (see 'Grievance Policy' published in this catalog), a student should feel unfairly treated or their concern unresolved, he or she may file a complaint to ACCET. The ACCET Complaint Procedure is posted publicly at the school and a copy of this policy can be provided upon request.

Accrediting Council for Continuing Education and Training (ACCET)

1722 N St NW

Washington DC, 20036

Phone: (202) 955-1113

Fax: (202) 955-1118

Website: <http://www.accet.org>

School Holidays and Breaks

In 2017, AFNA has scheduled the following term breaks:

Day Program Spring Break: March 27 - March 31

Winter Break: December 23 - December 31

Additionally - as of the print date of this current catalog - no classes are held on the following holidays: MLK Jr. Weekend (Sa-Su-Mo), President's Day (Mo), Memorial Day Weekend (Sa-Su-Mo), Independence Day Holiday (Mo-Tu-We-Th), Labor Day Weekend (Sa-Su-Mo), Veterans Day (Fr), Thanksgiving Holiday (We-Th-Fr-Sa-Su).

The school's administrative offices are closed for some - but not all - of the dates given above.

Please note the following mid-quarter breaks that apply only to the **evening** Fitness and Nutrition Trainer Academy Program:

February 13-16; April 24-27; June 12-15; August 21-24; October 9-12; November 20-21.

Hours of Operation (Pasadena)

Classes may be scheduled on any day of the week and at any time between the hours of 7:00 a.m. and 10:00 p.m.

Administrative hours are Tuesday through Friday from 9:00 a.m. - 4:00 p.m.

Faculty

The outstanding value of AFNA's career education programs begins and ends with our qualified and experienced instructors. Each AFNA instructor undergoes a rigorous employment screening process and is well trained in the effective communication and application of the school's curriculum. All AFNA instructors have earned bachelor degrees or greater and are certified with prestigious professional credentials. They also bring with them a wide range of industry experience - and wisdom - to pass on to AFNA students.

School Advisory Board

Individuals whose ideas and opinions directly influence the quality and vocational relevance of all AFNA programs are indicated below:

Advisory Board Members

Tom Boland, President

Nick Keeling, MS Exercise Science

Phil Dozois, Owner Breakthru Fitness

Michelle Dozois, Owner Breakthru Fitness

Roger DeLaCruz, AFNA Alumnus, Personal and Group Exercise Instructor

Brenda Chestnut, E-RYT 500

Brenda is an E-RYT 500 certified through the Yoga Alliance and has taught yoga and pilates for over 15 years. Brenda specializes in alignment practice and is well-versed in all Yoga Alliance standards and requirements. Brenda's personal practice includes training children and those recovering from injury.



Ben Zhuang, BS

Ben has been a Personal Trainer since 2003. He is an ACSM Certified Personal Trainer and a NSCA Certified Strength and Conditioning Specialist. He earned his BSc in Business Management, with an emphasis on Facility and Hospitality Management from California State Polytechnic University Pomona. Ben was a former Personal Training Manager at LA Fitness and has been a personal trainer at Equinox and UFC Gym. He also has experience in a physical therapy working as both a trainer and an aide. When not in the weight room, Ben enjoys to train, compete, and teach Brazilian Jiu-Jitsu. He currently holds a Black Belt which he earned in 2015 after 10 years of training.



Roger DeLaCruz, AFNA FNT

Roger is the instructor for the Group Exercise Programs at the Pasadena school. He graduated from AFNA in June of 2014 earning a diploma of Fitness and Nutrition Trainer. Roger became a Certified Personal Trainer in July and by August began his career as a Personal Trainer at 24 Hour Fitness in West Hollywood where he continues to train clients full-time. Roger's interest in group exercise began back in the day when taught High Impact, Low Impact and Step Aerobics from 1987 to 1993. After a 21 year hiatus from teaching, Roger decided to jump back into the Group Exercise Studio with a certification to teach INSANITY®. He currently teaches INSANITY® at the 24 Hour Fitness Hollywood and West Hollywood locations.



Tom Boland, BA CSCS ACSM-CPT

A graduate of the University of Washington, Tom is a Certified Strength and Conditioning Specialist through the National Strength and Conditioning Association (NSCA) and a Certified Personal Trainer through the American College of Sports Medicine (ACSM). One of AFNA's co-founders, Tom is pleased to be back on the teaching roster for 2016, in line with AFNA's renewed alliance with the ACSM.





Fitness Career Programs

CATALOG

Diploma Fitness and Nutrition Trainer Academy

Program Title:

Diploma Fitness and Nutrition Trainer Academy

Available Attendance Formats and Start Dates:

Daytime Academy

Six Months ; 600 Clock Hours; 52.5 Quarter Credits

Monday	Tuesday	Wednesday	Thursday	Friday
10:00am 3:30pm	10:00am 3:30pm	10:00am 3:30pm	10:00am 3:30pm	10:00am 3:30pm

CPR and AED credentialing through the American Heart Association is included, but scheduled separately.

Upcoming Enrollment Intervals:

- ⇒ Starts on: **Mon, 1/2/17** Ends on: **Fri, 6/30/17**
- ⇒ Starts on: **Mon, 4/3/17** Ends on: **Fri, 9/29/17**
- ⇒ Starts on: **Mon, 7/10/17** Ends on: **Fri, 12/22/17**

Evening Academy

Eight Months ; 600 Clock Hours; 52.5 Quarter Credits

Monday	Tuesday	Wednesday	Thursday
5:00pm 10:00pm	5:00pm 10:00pm	5:00pm 10:00pm	5:00pm 10:00pm

CPR and AED credentialing through the American Heart Association is included, but scheduled separately.

Upcoming Enrollment Intervals:

- ⇒ Starts on: **Mon, 1/2/17** Ends on: **Thu, 8/17/17**
- ⇒ Starts on: **Mon, 5/1/17** Ends on: **Thu, 12/21/17**
- ⇒ Starts on: **Mon, 8/28/17** Ends on: **Thu, 4/26/18**

CAREER TRACK: Fitness and Nutrition Trainer Academy

The Fitness and Nutrition Trainer career path can be rewarding both personally and professionally. AFNA provides a classroom-taught and hands-on training environment where students learn and practice the essential skills and knowledge sets required for entry-level industry employment. Students additionally are provided the means to develop confidence in their craft and to offer a high level of client service. Employment opportunities for students is only the first goal of the program. **AFNA underscores key strategies that can help students approach clients, generate sales, effectively communicate schedule and policy, and build lasting relationships for more stable and sustained career potential.** Many opportunities exist in the field, including (but not limited to) positions with: National athletic club chains, recreational resorts, athletic performance and physical therapy clinics, government agencies, company wellness programs, boutique fitness businesses, and more.

Program Objectives Upon successful completion, the graduate will have the ability to:

- Apply context-based knowledge of anatomy, physiology, exercise science, and nutrition science to client fitness program design
- Make use of body composition and performance nutrition tools (e.g., metabolic calorie planning) for safe, optimal client benefit
- Conduct client fitness and nutrition goal-setting interviews and assess and regularly update client fitness levels and program progress
- Physically train and motivate clients for full cycle, one-on-one and Group X sessions; spot and cue for safe, optimal exercise technique
- Correctly implement resistance training and corrective exercise (postural) modalities for multiple fitness goals and special populations
- Successfully resolve the **American College of Sports Medicine Certified Personal Trainer Exam & (optionally) the ACSM GEI**

Diploma Fitness and Nutrition Trainer Academy

Course Outline

Code	Class Title	Clock Hours	Quarter Credit Hours
FNT 101	Essentials of Fitness Training Module Push	55	5.5
FNT 102	Essentials of Fitness Training Module Pull	55	5.5

FNT 111	Essentials of Fitness Training Module Press	55	5.5
FNT 112	Essentials of Fitness Training Module Row	55	5.5
FNT 120	Fitness and Performance Nutrition	55	5.5
FNT 130	Science of Exercise	55	5
FNT 140	The Business of Training: Client Service and	30	2.5
FNT 200	Program Design and Active Exercise Lab I	60	3.75
FNT 210	Program Design and Active Exercise Lab II	60	3.75
FNT 350	Corrective Exercise Training	30	2.5
FNT 360	Sports Performance Group X Training I	30	2.25
FNT 370	Sports Performance Group X Training II	30	2.25
FNT CAREER.1	Career Week! I	7.5	0.75
FNT CAREER.2	Career Week! II	7.5	0.75
FNT CERT PREP.1	Prepare and Review for Certification Exams	7.5	0.75
FNT CERT PREP.2	Prepare and Review for Certification Exams	7.5	0.75

Total Quarter Credits Required to Graduate **52.5**

Prerequisites

Program Clock Hours 600

None.

Distinction Awarded for Program Completion

Diploma Certificate, Fitness and Nutrition Trainer

More About This Program

The American Fitness and Nutrition Academy utilizes curriculum published by the American College of Sports Medicine. The ACSM Resources for the Personal Trainer textbook and the ACSM Resources for the Group Exercise Instructor, along with additional anatomy and nutrition textbooks and lecture materials are included in the program, as is a “trainer kit” containing sport duffle, water bottle, skinfold caliper, measuring tape, and towel. The **ACSM Certified Personal Trainer Exam** (which graduating AFNA students may take at an off-site testing center outside their scheduled 600 clock hour program) is included in the program price.

In addition to AFNA’s adoption of ACSM in-class curriculum and instructor-supervised training of exercise science and program design, the school’s curriculum draws from research and industry-accepted standards as published by the following organizations:

- The National Strength and Conditioning Association (NSCA)
- The American Dietetic Association (ADA)
- The United States Department of Agriculture (USDA)
- The United States Food and Drug Administration (FDA)

This program is also offered part time for completion in 9 Months (36 weeks) or 1 Year (48 weeks) - subject to available space. For more information, please contact the school’s admissions department.

Career Fitness Certificate Programs

**CAREER TRACK:
Yoga Teacher**

**Program Objectives
Upon successful completion,
the graduate will have the ability to:**

Structured in partnership with the nationally recognized Yoga Alliance, this combined academic and practical course enables the successful graduate to be registered as a Register Yoga Teacher (200 Hour), or RYT-200. Practice and learn to teach correct alignment and techniques to deepen asana practice. Develop a strong yoga practice. Practice teach to gain insight into sequencing a yoga class, correcting students and development of strong alignment cues.. Gain an understanding of yoga history and philosophy to apply teachings in a classroom setting. Understand how to market yourself through resume writing, requirements for interviews and auditions and online marketing. Yoga philosophies, yoga lifestyle, and ethics for yoga teachers round out the program. Many opportunities exist in the field, including (but not limited to) positions with: National athletic club chains, recreational resorts, athletic performance and physical therapy clinics, government agencies, company wellness programs, boutique fitness businesses, and more.

- Fulfil Yoga Alliance Registered Yoga Teacher (200-hour) credential requirements
- Practice and instruct others in the practice of asana, pranayama and meditation
- Identify proper form in core yoga poses and recognize when certain poses may be contraindicated based on client fitness history
- Provide insight within the context of yoga fitness into such core yoga principles as the chakras and nadis
- Understand requirements for employment in a yoga practice / business

Yoga Teacher

Six Months ; 180 Clock Hours; 13.5 Quarter Credits

Sunday	
10:00am	
5:45pm	

Upcoming Enrollment Intervals:

- ⇒ Starts on: Sun, 1/8/17 Ends on: Sun, 7/2/17
- ⇒ Starts on: Sun, 4/9/17 Ends on: Sun, 9/24/17
- ⇒ Starts on: Sun, 7/9/17 Ends on: Sun, 12/17/17

Course Outline

Code	Class Title	Clock Hours	Quarter Credit Hours
FNT 315	Essentials of Yoga Teaching I	45	3.75
FNT 316	Essentials of Yoga Teaching II	45	3.75
FNT 317	Applied Yoga Pose Work Lab I	45	3
FNT 318	Applied Yoga Pose Work Lab II	45	3

Total Quarter Credits Required to Graduate 13.5

Program Clock Hours 180

Prerequisites At least twenty (20) hours of prior yoga class participation preferred, but not required.

Certificate Awarded Certificate of Completion, Yoga Teacher Program

Career Fitness Certificate Programs

**CAREER TRACK:
Athletic Performance Trainer**

**Program Objectives
Upon successful completion,
the graduate will have the ability to:**

In academic partnership with the American College of Sports Medicine (ACSM) Group Exercise Instructor (GEI) curriculum, this elite training credential for enhanced athletic performance AND group exercise instruction is designed for those who wish to train group classes using athletically dynamic and progressable exercises. The trainer will develop programs designed to enhance client power, speed strength, speed endurance, agility and reaction, and sport-specific skills development. Many opportunities exist in the field, including (but not limited to) positions with: National athletic club chains, recreational resorts, athletic performance and physical therapy clinics, government agencies, company wellness programs, boutique fitness businesses, and more.

- Understand rationale for group-oriented fitness training
- Assess participants within a group to avoid injury and to progress/regress exercises to match individual fitness level and experience
- Develop a performance profile to effectively achieve client athletic progress
- Coordinate training modalities for flexibility and injury avoidance, core stabilization, and balance
- Coordinate training modalities for reactive training, speed training, strength training, and group lifting
- Obtain the knowledge required to pass the ACSM Group Exercise Instructor (GEI) Examination

Athletic Performance Trainer (ACSM GEI)

Program Not Offered This Period

Friday	
1:00pm	
3:30pm	

Also meets for Exam Review and Practice on the last Saturday of each Period:
9:00 am - 5:30 pm

Upcoming Enrollment Intervals:

- ⇒ Starts on: Fri, 10/2/15 Ends on: Fri, 3/25/16
- ⇒ Starts on: Fri, 1/8/16 Ends on: Fri, 9/30/16
- ⇒ Starts on: Mon, 4/4/16 Ends on: Fri, 12/23/16

Course Outline

Code	Class Title	Clock Hours	Quarter Credit Hours
FNT 360	Sports Performance Group X Training I	30	2.25
FNT 370	Sports Performance Group X Training II	30	2.25
FNT ACSM GEI	ACSM GEI Model Exam Preparation	15	1.25
Total Quarter Credits Required to Graduate			5.75
Program Clock Hours			75

Prerequisites Student shall have completed at least one full-time quarter of the AFNA Fitness and Nutrition Trainer Academy. Alternatively, student must be certified as a personal trainer or health fitness instructor through one of the following certifying agencies: NASM, ACSM, or NSCA.

Certificate Awarded Certificate of Completion, Athletic Performance Training

Class Descriptions

Diploma Fitness and Nutrition Trainer Academy

FNT 101

Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Push

This comprehensive Essentials of Fitness Training course (one of four distinct AFNA modules) is presented in tandem with the American College of Sports Medicine (ACSM) Resources for the Personal Trainer. It involves context-based, in-class instruction by AFNA Instructors, student partner learning activities and drills, and hands-on demonstration/application of key fitness and body science principles. **Module Push Topics:** Client Fitness Assessments; Screening and Risk Classification; Nutrition Fact versus Fiction; Importance of the Field and Profession of the Personal Trainer; Theories of Behavior Change; and Adherence to Exercise.

Clock hours for lecture: 55 | Clock hours for lab: 0

FNT 111

Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Press

This comprehensive Essentials of Fitness Training course (one of four distinct AFNA modules) is presented in tandem with the American College of Sports Medicine (ACSM) curriculum "Resources for the Personal Trainer." It involves context-based, in-class instruction by AFNA Instructors, student partner learning activities and drills, and hands-on demonstration/application of key fitness and body science principles. **Module Press Topics:** Client Fitness Assessments; Screening and Risk Classification; Nutrition Fact versus Fiction; Career Track for Personal Trainers; Counseling and Coaching Techniques; and Special Populations.

Clock hours for lecture: 55 | Clock hours for lab: 0

FNT 120

Hours: 55 Credits: 5.5

Fitness and Performance Nutrition

Qualified and peer-reviewed nutrition guidance and leadership is crucial to the success of any client fitness goal. This course - created specifically for fitness trainers - delves into the fundamentals of nutrition as pertains to macronutrients, micronutrients, and the human digestive system, and also examines client food psychology, eating disorders / body dysmorphia, and scope of practice referral scenarios (team-building with Registered Dietitians, etc.). Practical nutrition tools such as correctly reading food labels, implementing body composition-based metabolic calorie planning, and strategizing athletic performance nutrition (including supplementation topics) are taught and practiced throughout the course.

Clock hours for lecture: 55 | Clock hours for lab: 0

FNT 102

Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Pull

This comprehensive Essentials of Fitness Training course (one of four distinct AFNA modules) is presented in tandem with the American College of Sports Medicine (ACSM) curriculum "Resources for the Personal Trainer." It involves context-based, in-class instruction by AFNA Instructors, student partner learning activities and drills, and hands-on demonstration/application of key fitness and body science principles. **Module Pull Topics:** Review of Body Composition Testing and Fitness Testing; Review of Nutrition Fact versus Fiction; The Initial Client Consultation; Resistance Training Variables; Flexibility Training Variables; and Advanced Performance Exercise.

Clock hours for lecture: 55 | Clock hours for lab: 0

FNT 112

Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Row

This comprehensive Essentials of Fitness Training course (one of four distinct AFNA modules) is presented in tandem with the American College of Sports Medicine (ACSM) curriculum "Resources for the Personal Trainer." It involves context-based, in-class instruction by AFNA Instructors, student partner learning activities and drills, and hands-on demonstration/application of key fitness and body science principles. **Module Row Topics:** Review of Body Composition Testing and Fitness Testing; Review of Nutrition Fact versus Fiction; Comprehensive Program Design; Cardiorespiratory Training Variables; and Advanced Performance Exercise.

Clock hours for lecture: 55 | Clock hours for lab: 0

FNT 130

Hours: 55 Credits: 5

Science of Exercise

This course - designed specifically for fitness trainers - teaches musculoskeletal anatomy and the science of human movement such that the client fitness experience may be optimized through the selection of innovative and goal-appropriate exercises - regardless of machine, cable, free-weight, or calisthenic training environments.

Clock hours for lecture: 45 | Clock hours for lab: 10

FNT 140 Hours: 30 Credits: 2.5**The Business of Training: Client Service and**

No matter how skilled a trainer may be with client program design, motivation, nutrition, and exercise science, without gainful employment such talents are of little use. The purpose of this course is to familiarize the trainer with the business of training, that is, client sales and client retention, to enable earning stability and career growth.

Clock hours for lecture: 20 | Clock hours for lab: 10

FNT 210 Hours: 60 Credits: 3.75**Program Design and Active Exercise Lab II**

Physical exercise participation, training modality application, and kinesiology-focused exercise comprehension (e.g., sagittal plane, frontal plane, and transverse plane joint movements and musculature) are all introductory components of this lab. Upon satisfactory completion of initial labwork, student will engage in real-world training scenarios including client interview and assessment, OPT™ and integrated nutrition program design, and client sessions training and tracking. Under AFNA Instructor Supervision, student will train fellow student(s) for multiple and ongoing one-hour training sessions and - likewise - receive personal training from a fellow student trainer for the duration of the lab.

Clock hours for lecture: 15 | Clock hours for lab: 45

FNT 360 Hours: 30 Credits: 2.25**Sports Performance | Group X Training I**

This course, which is programmed to be completed along with FNT 370, begins with exploring traits that distinguish the successful Group Exercise Instructor. During the classroom lecture and activity portion of this class, the instructor teaches directly from the American College of Sports Medicine Textbook for the ACSM Group Exercise Instructor certification. For the equally substantial hands-on training portion of the class, students apply proper form and technique in exercises of power, strength, speed, agility, balance, sport skills drills, and more.

Clock hours for lecture: 15 | Clock hours for lab: 15

FNT 200 Hours: 60 Credits: 3.75**Program Design and Active Exercise Lab I**

Physical exercise participation, training modality application, and use-of-proper-form (UPF) assignments (e.g., lumbar-pelvic safety, spotting & cueing, etc.) are all introductory components of this lab. Upon satisfactory completion of initial labwork, student will engage in real-world training scenarios including client interview and assessment, ACSM FITT-VP programming, integrated nutrition program design, and client sessions training and tracking. Under AFNA Instructor supervision, student will train fellow student(s) for multiple and ongoing one-hour training sessions and - likewise - receive personal training from a fellow student trainer for the duration of the lab.

Clock hours for lecture: 15 | Clock hours for lab: 45

FNT 350 Hours: 30 Credits: 2.5**Corrective Exercise Training**

The Corrective Exercise Training program was developed in response to a growing need for personal trainers who can assist clients with musculoskeletal impairments, imbalances, or post-rehabilitation concerns. This class involves the study and application of basic postural assessments, corrective strength and flexibility exercises, and self myofascial release (SMR) techniques to improve muscular balance and reduce discomfort.

Clock hours for lecture: 20 | Clock hours for lab: 10

FNT 370 Hours: 30 Credits: 2.25**Sports Performance | Group X Training II**

This course, which is programmed to be completed along with FNT 360, begins with identifying and designing specialty classes such as spinning, choreographed cardio, bootcamp, etc. that are trending and popular in the fitness industry. During the classroom lecture and activity portion of this class, the instructor teaches directly from the American College of Sports Medicine Textbook for the ACSM Group Exercise Instructor certification. For the equally substantial hands-on training portion of the class, students apply proper form and technique in the context of choreographed cardio and bootcamp sequences set to music.

Clock hours for lecture: 15 | Clock hours for lab: 15

FNT CAREER Hours: 7.5 Credits: 0.75**Career Week!**

Held once per program section (e.g., per quarter), Career Week includes attending topical panels, lectures, and workshops hosted by relevant fitness industry leaders, allied healthcare professionals, fitness employers, and AFNA alumni. Additionally, one-on-one career counseling and job strategy sessions are scheduled between AFNA faculty and staff members and all Fitness and Nutrition Trainer Academy students during this time.

Clock hours for lecture: 7.5 | Clock hours for lab: 0

FNT CERT PREP Hours: 7.5 Credits: 0.75**Prepare and Review for Certification Exams**

Held at the end of each program section (e.g., quarter), Certification Preparation and Review includes an instructor-led overview of the expectations and environments that students will encounter when sitting for their respective industry certification exams. If attending the review for the first time, students will be provided sample exams for their respective certifications to study and complete prior to attending the second time. During the second review, instructor grades student sample exams and answers / explains questions in an open forum.

Clock hours for lecture: 7.5 | Clock hours for lab: 0

Career Fitness Certificate Programs**FNT 315** Hours: 45 Credits: 3.75**Essentials of Yoga Teaching I**

Essentials of Yoga I explores the theory and practice of yoga. Class lecture includes anatomy, as well as benefits and effects of each category of yoga asana. Essentials of Yoga includes yoga history and yoga philosophy, rooted in the Yoga Sutras of Patanjali. Student also learns the fundamentals of meditation, pranayama, ayurveda and the chakra system.

Clock hours for lecture: 30 | Clock hours for lab: 15

FNT 316 Hours: 45 Credits: 3.75**Essentials of Yoga Teaching II**

Essentials of Yoga II provides students an opportunity to learn and practice pranayama and meditation techniques. Students will follow major trends in the yoga industry and explore how to use social media to market themselves as yoga teachers. Resume writing, interview skills and a career preparation project helps ensure that students gain the skills necessary to launch their career as a yoga teacher.

Clock hours for lecture: 30 | Clock hours for lab: 15

FNT 317 Hours: 45 Credits: 3**Applied Yoga Pose Work Lab I**

Applied Yoga I is the practical experience we build as we explore different yoga poses and alignment on the mat. Students will learn how to sequence a yoga class, how to verbally instruct for safety and demonstrate basic alignment in yoga asana. Applied Yoga 1 is a comprehensive program to learn how to meet the needs of the individual and teach on a group level. Students will have the opportunity to deepen their own yoga practice as they acquire the teaching skills to structure a well-rounded class.

Clock hours for lecture: 15 | Clock hours for lab: 30

FNT 318 Hours: 45 Credits: 3**Applied Yoga Pose Work Lab II**

Applied Yoga Pose Work Lab II provides students with the experience and knowledge to teach and practice yoga postures. In Applied Yoga Pose Work Lab 2 students will begin to practice teach and verbally instruct AFNA weekly yoga classes to gain practical experience. Students will build a solid foundation to safely instruct and demonstrate deeper alignment principles.

Clock hours for lecture: 15 | Clock hours for lab: 30

FNT 360 Hours: 30 Credits: 2.25**Sports Performance | Group X Training I**

This course, which is programmed to be completed along with FNT 370, begins with exploring traits that distinguish the successful Group Exercise Instructor. During the classroom lecture and activity portion of this class, the instructor teaches directly from the American College of Sports Medicine Textbook for the ACSM Group Exercise Instructor certification. For the equally substantial hands-on training portion of the class, students apply proper form and technique in exercises of power, strength, speed, agility, balance, sport skills drills, and more.

Clock hours for lecture: 15 | Clock hours for lab: 15

FNT ACSM GEI Hours: 15 Credits: 1.25**ACSM GEI Model | Exam Preparation**

This is a two-section clinic. The first section is designed to help the student build a complete ACSM-based Group Exercise program. The student will name and design a group training program complete with progressed and regressed exercise options, consider music licensing and other administrative matters, consider appropriate responses to typical training scenarios, and finally execute an instructor-chosen portion of their group exercise program. In the second section, the student will take a computer-based sample exam (ACSM Group Exercise Instructor), receive an exam grade, and review their responses.

Clock hours for lecture: 15 | Clock hours for lab: 0

FNT 370 Hours: 30 Credits: 2.25**Sports Performance | Group X Training II**

This course, which is programmed to be completed along with FNT 360, begins with identifying and designing specialty classes such as spinning, choreographed cardio, bootcamp, etc. that are trending and popular in the fitness industry. During the classroom lecture and activity portion of this class, the instructor teaches directly from the American College of Sports Medicine Textbook for the ACSM Group Exercise Instructor certification. For the equally substantial hands-on training portion of the class, students apply proper form and technique in the context of choreographed cardio and bootcamp sequences set to music.

Clock hours for lecture: 15 | Clock hours for lab: 15



ADMISSIONS

Eligibility and Admissions Procedures

Applicants to the school must be at least 18 years of age (or 17 years of age with guardian consent) and in possession of a high school diploma or equivalent. All students are expected to have a working fluency (written and oral) in the English language.

At the time of enrollment, a student must provide to the school the following documents:

- Valid Form of ID (driver's license, government-issued photo ID, or passport)
- Copy of High School Diploma (or equivalent), High School Transcripts, or College Transcripts that indicate a fully-completed AA degree or above
- Payment, or Proof of Payment Arrangement

A student must also meet with a school admissions representative and tour the school's facility prior to enrollment. Both these requirements are normally accomplished by attending a school orientation (see Student Services), although other alternatives may be considered for students enrolling from out of town.

It is preferred, but not always required, that the enrollment meeting take place in person at the school between one of AFNA's Admissions representatives and the enrolling student. If the student is seventeen years of age, a guardian must also be present. To be eligible for enrollment, the student must complete the school's Application For Admission, Enrollment Agreement, and any other documents or forms requested by the school to facilitate the enrollment process.

Veterans Education Benefits

AFNA is approved by the California State Approving Agency to enroll veterans and other eligible persons.

Instead of a high school diploma or equivalent, veterans may submit a valid DD-214 form for admission to a program. Veteran applicants must also provide transcripts for any postsecondary education training that they have had prior to coming to AFNA, if such training might be acceptable to AFNA in the form of transferred credit. Only original or certified transcripts will be accepted. For more information, refer to the school's Transfer of Credit policy.

A Certificate of Eligibility (COE) must be presented to the school prior to or at the time of enrollment for students who are entitled to Veterans Education Benefits (e.g., GI BILL). For information on how to obtain the COE form, please contact the VA at (888) 442-4551, or go to <http://www.gibill.va.gov> and click "Apply For Benefits" to generate your form through the VONAPP system. You may also ask your AFNA admissions representative for more information.

AFNA is also approved to enroll spouses of active duty service members in pay grades E1-E5, W1-W2, and O1-O2, as well as the spouses of activated Guard and Reserve members within those ranks using the Military Spouse Career Advancement Accounts (MyCAA) benefits. The MyCAA program provides up to \$4,000 (over 2 years) of Financial Assistance for military spouses who are pursuing degree programs, licenses or credentials leading to employment in portable career fields. Eligible spouses first need to establish a MyCAA Account by visiting the MyCAA website <https://aiportal.acc.af.mil/mycaa>. Once spouse Profile information is provided, MyCAA will verify spouse Defense Enrollment Eligibility Reporting System (DEERS) benefit eligibility. As a next step, eligible spouses will be allowed to create their Career and Training Plan and request FA when they are within 30 days of course start dates. The Director of Admissions at AFNA assists the military spouse with the selection of classes for their MyCAA Career and Training Plan. Once the training plan is approved by MyCAA, the military spouse will complete standard AFNA admissions documents.

Ability to Benefit

AFNA does not accept 'Ability-To-Benefit' students at this time. Minimum enrollment requirements apply for all vocational programs.

Non-Discrimination Policy

In accordance with federal and state laws, the American Fitness and Nutrition Academy does not discriminate against any applicant on the basis of race, gender, age, physical disability, sexual orientation, or religion.

Physical Examination

As a condition for admission to the school, AFNA reserves the right to request that a student obtain a physical examination from their primary care physician or other medical doctor who is qualified to conduct such an examination. Additionally, if an AFNA instructor should become concerned about a student's physical conditioning and fitness readiness for the program at any stage of program participation, the student may be asked to provide documentation of a current physical examination. If AFNA makes this request, the student must provide the results of their examination to the school no later than the deadline provided and at their own expense. The results must include a statement from the physician that the student is physically capable of participating in their chosen program of enrollment.

International Students And Students For Whom English is Not First Language

The American Fitness and Nutrition Academy participates in the Student Exchange and Visitor Program (SEVP) as administered through the United States Department of Homeland Security. Accordingly, AFNA is approved to issue SEVP I-20 forms to international students seeking an M-1 visa with the intent to enroll at the school.

English as a second language (ESL) classes are not available through this institution. All classes are taught in English and **ALL students for whom English is not their first language** must provide proof of English proficiency prior to admittance.

Students who are not fluent in English must demonstrate English proficiency by submitting at least one of the following:

- TOEFL (Test of English as a Foreign Language) score of 55 or higher on the internet based test. Visit www.toefl.org for more information on the TOEFL. Applicants holding a baccalaureate or advanced degree from an accredited college or university in the U.S. are exempt from the TOEFL requirement.
- IELTS English Proficiency Exam band score of '6' or greater. Visit www.ielts.org for more information.
- Evidence of Graduation from an English speaking secondary institution.
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a C (70%) average at a postsecondary institution where English was the language of instruction.
- Evidence of completing an intermediate ESL course with grade of C or better

In lieu of these standards of English Proficiency, the school may consider admittance of a student who provides a letter of recommendation from a fluent English educator who attests to the student's ability to:

- a.) Achieve an 'A' in class taught entirely in English, and
- b.) Converse in English and sign employment agreements in English without need of translation.

To initiate the enrollment process, international students should first complete and submit the school's Application for Admission form. Upon receipt of this form, the school will contact the international student with further instructions.

Step 2: Complete AFNA's Financial Proof for I-20 document

Step 3: Make payment of \$150.00 processing fee

Step 4: Issue I-20

Step 5: Student is to request appointment with local US Embassy to evaluate eligibility for M-1 visa

Step 6. Complete all pending enrollment documents (enrollment agreement, school performance fact sheet, proof of high school graduation, proof of English language competency, copy of passport) and pay tuition.

To initiate the enrollment process, international students should first complete and submit the school's Application for Admission form. Upon receipt of this form, the school will contact the international student with further instructions.

Readmittance Policy

Students who withdraw or are dismissed from an AFNA course, or courses, or from an entire program of enrollment, may be readmitted to their respective program if all of the following conditions are met:

1. Student submits a written letter within thirty (30) days of the dismissal, original and signed, to the school with arguments of why they should be readmitted and the school accepts the student's arguments;
2. Student agrees to re-enter the program at a date and time specified by the school;
3. Student will be able to complete the program within 150% of the original calendar interval scheduled for the program;
4. Student pays in full, prior to returning to the program, any past due payments and fees that remain unpaid, plus any new or previously scheduled payments and fees that are due at the time of readmittance (if any);
5. Student completes make-up work that raises their course points to 75% or more of the course points that were possible at the time of their original interruption. This make-up must be submitted to the school before the student's readmittance date;
6. The course and/or program from which the student was dismissed remains scheduled and available at the original school location;

Students dismissed from AFNA due to a Code of Conduct violation are not eligible for admittance or readmittance to any school program.

Dismissal for False Information

A student found to have provided false information on their Application For Admission form or Enrollment Agreement or any supporting documentation may be subject to rejection of their admission request or, if discovered later, dismissal from the school. Such dismissal may or may not warrant a refund as per the school's Refund Policy.



PAYMENT AND FINANCIAL ASSISTANCE

Program Payment Policy

Payment for tuition, required course materials and professional tools, and mandatory state and federal fees (if any) are all due at the time of enrollment. Installment plans and other payment plans for some AFNA programs may be available, and students are encouraged to discuss all payment options with their admissions representative. Please note that no AFNA installment plan allows for payments beyond completion of the program in question, and student accounts must be paid in full at least three weeks prior to the completion date or the student will be administratively withdrawn prior to program completion. In the event that a student withdraws (or is withdrawn) from a program prior to payment in full, he or she may (or may not) be entitled to a refund as per the school's Refund Policy. Conversely, the student may be obligated to make a payment for unpaid instruction (tuition) and/or materials delivered prior to his or her recorded withdrawal. Please refer to AFNA's Refund Policy.

AFNA prefers to receive payment in the form of a check. A personal or cashier's check may be used to make payment. Payment may be made to a select AFNA employee or employees who will be identified to the student upon enrollment. Payment may also be mailed to the school's headquarters (see Contact Information). Mailed payments must be received on or before the payment due date.

A fee of \$30 will be assessed for any check returned due to insufficient funds. If payment by check is returned due to insufficient funds more than once, then all future payments toward the student's program(s) must be made in cash or by money order.

Past Due Payments / Delinquent Student Accounts: A late fee of \$75 will be assessed to a student account if a scheduled payment is not received by 5 p.m. on the day it is due. If a payment is scheduled to be made on a Saturday, Sunday, or on a legal U.S. Holiday, then the payment due date shall be extended to the next business day. If a scheduled payment is not received within ten (10) business days of the due date, then the student's account status will be designated delinquent and the student's training will be interrupted. If a scheduled payment, along with applicable late fees, is not received within fifteen (15) business days of the due date, then the student will be administratively withdrawn from all classes and terminated from their program of enrollment. Readmittance (see Readmittance Policy) to the program will be possible only after all delinquent payments have been paid in full along with applicable late fees. Delinquent accounts that remain unpaid after 180 days may be assigned to an outside debt collection agency. It is AFNA's policy to withhold student transcripts and certificates if the student's account is delinquent.

Veterans Education Benefits

Some VA Education Benefits are paid directly to the school where others are not. Regardless of how the VA issues funding for eligible recipients, the student bears first party responsibility to the school for full payment of their program. Should the VA withhold funding for any reason, or should the student lose their VA Education Benefit(s), that student shall remain responsible for any unpaid portion of their program and for any other unpaid fees that make up the price of their program.

Reimbursement to Veterans and Other Eligible Persons: For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll-free number at 1-888-442-4551.

Financial Aid and Consumer Loans

AFNA does not currently participate in any federal or state sponsored financial aid programs. AFNA offers flexible installment plans to help make the cost of our career programs manageable to as many prospective students as possible.

An important statement regarding loans: If a student elects to pay for their educational program by obtaining a loan, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund (if applicable). In the event that the student has received federal student financial aid funds, then the student may be entitled to a refund of course monies paid (as per the terms of AFNA's Refund Policy) not paid from federal student financial aid program funds.

Withdrawal Policy

Student Withdrawal: A student may withdraw voluntarily from an AFNA class or classes. The school has available for students a "Request to Withdraw Form", however, the written completion and submission of this or any form is NOT required in order for the student to withdraw. If the class withdrawal will result in the student being unable to fulfill program graduation requirements alongside their cohort, or within 150% of the calendar time provided for their original program of enrollment, then the student will be terminated from the program. Withdrawal from any class at AFNA may result in reduction or loss of financial aid support for the student (if any).

Administrative Withdrawal (Dismissal): A student may be administratively withdrawn from an AFNA class or classes if they are in uncorrected violation of the school's Attendance, Grading, and/or Code of Conduct policies. A student may also be administratively withdrawn if they are in uncorrected violation of the school's Tuition Payment Policy or Past Due Accounts policy.

Refunds for Withdrawal: A student who withdraws (or is withdrawn) from a class or classes may or may not be entitled to a refund, as per the school's Refund Policy.

Refund Policy

If a student is not accepted for enrollment for any AFNA program, all monies toward that enrollment shall be immediately refunded, less any material items already delivered to the student and labeled as non-refundable, or material items delivered to the student but not returned to the school in new condition within 15 days of their distribution.

Tuition, refundable fees, and money for refundable materials returned to the school in new condition within 15 days of their distribution will be refunded if student cancels enrollment following attendance of the first class session, or within seven days following enrollment, whichever is later. Prices and fees described as non-refundable shall not be refundable under any circumstances, except in the case of the prospective student being denied enrollment and provided that the prospective student returns all material goods distributed (if any) in new condition. Students who enroll at AFNA and who cancel enrollment on or following the second scheduled class, or after seven days following enrollment (whichever is later), but within the first 60% of clock hours of the program, will be refunded all paid monies which are identified as refundable (if returned in new condition and within 15 days of their delivery to student) along with paid but unapplied tuition as calculated on a prorated schedule per each clock hour of instruction. No refunds will be made to any student after 60% of clock hours of instruction have been completed, unless such student's education is financed by way of a Veterans State Approving Agency Program (e.g., GI Bill) in keeping with the Code of Federal Regulations Section 21.4255.

NOTE THAT IF THE STUDENT HAS RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED ONLY TO A REFUND OF MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID FUNDS.

As warranted, refunds will be made to the student within forty-five (45) days of the date of determination.

Refund Policy for VA Education Benefit Recipients (e.g., GI BILL): AFNA has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

For each AFNA program in which a student enrolls, there is a \$10.00 non-refundable program registration fee.

Student Tuition Recovery Fund

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 prepay 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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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 or 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.; 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Program Pricing

Diploma Fitness and Nutrition Trainer Academy

Diploma Fitness and Nutrition Trainer Academy

Program Clock Hours: 600

Program Price Components	Refund Classification	Per Item Price
Registration Fee	Non-refundable	\$30.00
Administrative Fee	Qualified Pro-Rata	\$125.00
Tuition	Qualified Pro-Rata	\$6703.00
STRF (California BPPE) ¹	Non-refundable	
Required Textbooks, Materials, and Exam Fees ²	Partly Refundable	\$480.00
Required Professional Tools ³	Partly Refundable	\$144.00
Total Charges for the Program Attendance Period and Estimated Schedule of Total Program Charges		\$7482.00

This program is eligible for zero-interest installment payments. Minimum to enroll is: \$2544 (34%)

¹**STRF (California BPPE):** 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 who is a California resident 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 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.

²**Required Textbooks, Materials, and Exam Fees** (Underlined items are non-refundable): ACSM Resources for the Personal Trainer Textbook (\$70), ACSM Resources for the Group Exercise Instructor Textbook (\$70), AFNA Exercise Fundamentals and Fitness Testing Lecture Materials (\$30), AFNA Muscle Anatomy Flashcards (\$25), AFNA Program Design Folios (\$10), ACSM CPT Certification Exam (\$275).

³**Required Professional Tools** (Underlined items are non-refundable): AFNA Trainer Uniform Polos (\$60), AFNA Course Materials Binder (\$15), Skinfold Caliper (\$24), Measuring Tape (\$2), AFNA Sport Duffle Bag (\$30), AFNA Water Bottle (\$10), AFNA Hand Towel (\$3).

Program Pricing

Career Fitness Certificate Programs

Yoga Teacher

Program Clock Hours: 180

Program Price Components	Refund Classification	Per Item Price
Program Registration	Non-refundable	\$10.00
Tuition	Qualified Pro-Rata	\$2727.00
STRF (California BPPE) ¹	Non-refundable	
Required Textbooks, Materials, and Exam Fees ²	Non-refundable	\$40.00
Total Charges for the Program Attendance Period and Estimated Schedule of Total Program Charges		\$2777.00

This program is eligible for zero-interest installment payments. Minimum to enroll is: \$1111 (40%)

¹**STRF (California BPPE)**: 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 who is a California resident 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 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.

²**Required Textbooks, Materials, and Exam Fees** (Underlined items are non-refundable): The Heart of Yoga: Developing a Personal Practice, Desikachar (\$20), Yoga Anatomy, Kaminoff & Matthews (\$20).

Athletic Performance Trainer (ACSM GEI)

Program Clock Hours: 75

Program Price Components	Refund Classification	Per Item Price
Program Registration	Non-refundable	\$30.00
Tuition	Qualified Pro-Rata	\$1535.00
STRF (California BPPE) ¹	Non-refundable	
Required Textbooks, Materials, and Exam Fees ²	Partly Refundable	\$370.00
Total Charges for the Program Attendance Period and Estimated Schedule of Total Program Charges		\$1935.00

This program is eligible for zero-interest installment payments. Minimum to enroll is: \$1355 (70%)

¹**STRF (California BPPE):** 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 who is a California resident 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 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.

²**Required Textbooks, Materials, and Exam Fees** (Underlined items are non-refundable): ACSM Resources for the Group Exercise Instructor Textbook (\$70), ACSM GEI Exam (\$275).



ACADEMIC INFORMATION AND SATISFACTORY ACADEMIC PROGRESS

About Attendance

Students are required to attend all classes and scheduled activities. The school keeps record of attendance electronically as well as by written instructor record keeping. The student will be required to swipe/scan their student ID card for their first class of the day. If a student loses their student ID card, they must replace it at their own expense (\$10).

Tardiness

Classes begin promptly and students are expected to arrive five minutes prior to designated start times. **For each two tardy occurrences, the student will be marked for one full class absence.** A student is designated "tardy" if they arrive ten minutes after the class start time and prior to one-half of the class session having expired. This ten minute grace period applies only to the first class of the student's programmed day of classes. A student who is not in attendance at the start of each subsequent class session scheduled after their first class of the day will be marked immediately as tardy or absent, as applicable. In addition, a student who departs early from class will be marked tardy if such early departure comes after one-half of the scheduled class session has expired. If early departure comes before one-half of the scheduled class session has expired, the student will be marked absent.

Absence

A student who misses a class session entirely will be marked absent. A student who accumulates three absences or more for any single class will receive a written advisement of attendance probation for that class. There are two absence classifications:

- **Informed Prior or Excused:** An absence will be considered 'absent informed' or excused under the following circumstances: Illness, death, or birth in the immediate family, or other worthwhile reasons substantiated in writing and at the discretion of the Academic Director. Missed assignments and/or exams that occur as a result of an excused absence may be made up by such time and date designated by the class instructor. Students who are excused for their absence will be graded at 100% of the outcome they achieve for any missed assignment. For exams, they may receive up to 85% of actual outcome.
- **Not Informed Prior or Unexcused:** If a student is absent for any reason other than the reasons cited above for an excused absence, or if the student cannot produce evidence for an excused absence, then the absence will be classified as unexcused. Missed assignments and/or exams that occur as a result of an unexcused absence may be made up by such time and date designated by the class instructor. Students who are unexcused for their absence will be graded at 85% of the outcome they achieve for any missed assignment. For exams, they will be awarded a "pass" (letter grade 'C') or "fail" (letter grade 'F').

Exam Absence

Students who are tardy or absent for a class session during which a written or practical examination is scheduled will be marked absent (or tardy) as per the attendance policy above. Further, the student must arrange to take the missed exam under instructor or approved staff supervision at the school's earliest convenience. Please also see school policies regarding 'Absence' and 'Late Work'.

Probationary Period and Make-Up Work for Unsatisfactory Attendance

Students with three absences from a single course and/or students who miss 20% of any single course, whether school is informed prior to absence (or excused) or not informed prior (or not excused), will receive written advisement of attendance probation. The student will remain on probation for two weeks or for the duration of the course if it is scheduled to complete is less than two weeks. A written advisement of the school's attendance policies will be delivered to the student as a result of this probation. During the affected student's probationary period, he/she will be offered – and expected to complete – make-up assignments designed by the instructor to address deficiencies in the student's learning as a result of their absence. The student must also complete any missed assignments or exams (see 'Absence', 'Late Work', and 'Exam Absence' policies).

Dismissal for Unsatisfactory Attendance

If a student is completely absent from all courses in their program of study for two weeks in a row, regardless of whether such absence was notified prior (or excused) or not informed prior (or unexcused), that student will be terminated from their program of enrollment.

For all other attendance violations, if a student fails to satisfactorily complete the make-up work (see 'Probationary Period and Make-Up Work for Unsatisfactory Attendance' policy) prior to the beginning of class on the final day of their probation period, and/or if a student is marked for an unexcused absence during the probation period, then the student will be notified in writing of their dismissal from that specific course, with notification of this dismissal also forwarded to the federal, state, and/or veterans financial aid program(s) in which the student participates (if any). If a student is dismissed from a course for unsatisfactory attendance, their transcript for that course will initially indicate an 'Incomplete' mark. Accordingly, they may be required to complete make-up work for the course, accept an 'F' for the course, and/or be terminated from their entire program of enrollment (see Grading Policy).

A student will be terminated completely from their program of enrollment if, through violation of the school's Attendance Policy, they are mathematically unable to attain a minimum 80% overall attendance across all courses that are required for graduation.

Leave of Absence Option for Unsatisfactory Attendance

Students on probation for unsatisfactory attendance as a result of excused absences, and who fail to meet the requirements for the probationary period, may be offered at the discretion of the school director a leave of absence from their entire program of enrollment rather than dismissal from the course. If the student is offered this option and they agree to it, they must request in writing a leave of absence from their program of enrollment within two business days. If they do not, they will be dismissed from the course as per the 'Dismissal Due to Unsatisfactory Attendance' policy.

About Grading

Through class participation (see Attendance Policy), regularly scheduled quizzes, class activities and projects, and through written and practical exams, students earn class points. AFNA measures the academic performance of its students through the application of a 4.0 grade scale. A cumulative grade point average (CGPA) of 2.0 must be maintained in order for the student to establish satisfactory academic progress and to ultimately graduate from their respective program of enrollment.

A 2.0 CGPA is equivalent to 70% (Pass) of 100%.

Grade and Attendance Report

Students may request from their instructor or from the Academic Director a copy of their grade and attendance report within 14 days of the conclusion of an academic quarter. This report is generally distributed to all students at the conclusion of each quarter. It is titled the 'Interim Performance Report', or IPR.

Grading Scale and Cumulative Grade Point Average

Letter Grade Description	Component of Earned Credits	Component of Attempted Credits	Component of CGPA	Grade Point
A Outstanding	Yes	Yes	Yes	4.0
B Good	Yes	Yes	Yes	3.0
C Average	Yes	Yes	Yes	2.0
D Below Average	Yes	Yes	Yes	1.0
F Fail	Yes	Yes	Yes	0.0
I Incomplete	No	Yes	No	n/a
W Withdrawn	No	Yes	No	n/a
AU Audit	No	No	No	n/a
T Transfer	Yes	Yes	No	n/a
EC Experiential Credit	Yes	Yes	No	n/a
L Leave of Absence	No	No	No	n/a

Formula for Cumulative Grade Point Average (CGPA): The grade point recorded for the student's completed class is multiplied by the number of quarter credits established for that class, resulting in Awarded Credit Points (ACP). The CGPA is then determined by dividing the Awarded Credit Points by the total quarter credits attempted.

For Example: John completes four classes as recorded below:

Class A: 4.0 grade point, 1.6 quarter credits = 6.4 ACP

Class B: 3.0 grade point, 1.5 quarter credits = 4.5 ACP

Class C: 2.0 grade point, 1.6 quarter credits = 3.2 ACP

Class D: 1.0 grade point, 1.0 quarter credits = 1.0 ACP

John has earned a total 15.1 ACP while attempting 5.7 quarter credits. John's CGPA = 2.65.

Failed 'F' and Withdrawn 'W' Class Grades

Students who fail a course ('F') or who voluntarily withdraw from a course per the school's Withdrawal Policy ('W'), or who are administratively withdrawn from a course per the school's Withdrawal Policy (also 'W'), earn no quarter credits for that class although their CGPA will reflect that such credits were attempted.

Incomplete 'I' Class Grade

A student who is unable to complete required coursework and/or the course exam as scheduled may submit in writing a request to the Program Director or the Academic Director to receive a calendar extension to complete the work. Any such request must be submitted no later than the final day of the course. A student who has earned less than 70% of the points possible for the course as of the date of their request will be denied the Incomplete ('I') code and will instead receive a Fail ('F') for the class. A student whose 'I' code request is approved will have no more than fourteen days from the end date of the class to submit their late work for up to 100% of the points possible for the missed work or exam. If the student does not submit this work within fourteen days from the end of the class, then the 'I' letter grade will automatically convert to the grade earned by the student for the class, inclusive the zero points they will be receive for the unsubmitted work. If the unsubmitted work is in the form of a class final exam, then the student will receive a Fail ('F') for the class.

Audit 'AU' Class

A graduate of a particular program of enrollment may audit a course that was included as a component of their program of enrollment if space permits. The student will be subject to the same attendance policy as other students, although no quarter credits or class grade will be recorded. Tuition fees will be waived for the student, though they may be responsible for fees related to course materials and/or activities. This policy applies to all classes at AFNA with the exception of FNT 200 and FNT 210, which are not available for auditing.

Students who were awarded transfer credit or experiential credit in lieu of physically attending and officially completing an AFNA course may not attend or subsequently audit the course.

Transfer of Credit 'T'

AFNA has not entered into an articulation or transfer of credit agreement with any other college, university, or vocational institute. AFNA may accept in the form of quarter credits certain coursework completed by a student who is transferring into an AFNA program from another institution, although such acceptance of credit is at AFNA's sole discretion. AFNA's Transfer of Credit Policy is outlined below:

- *Transferred Credit Limit.* No more than 30% of the total quarter credits required for completion of an AFNA program will be accepted as 'transfer credit' or as 'experiential credit' by the school under any circumstance.
- *Ineligible for Transfer of Credit Evaluation.* The following AFNA courses are institutionally unique and are not eligible for credit transfer from another institution: FNT 200, FNT 210, FNT 317, FNT 318.
- *Request for Transfer of Credit.* Only applicants with documented prior training that correlates directly to an AFNA program of enrollment may request transfer of credit evaluation. For applicants eligible for VA Education Benefits, the school admissions representative will ask the applicant whether such documented prior training exists. If documented prior training exists, it may be submitted to the admissions representative for evaluation by the program director. All supporting documents for credit transfer must be submitted to the school during the admissions process. Such documents are then evaluated and approved (or denied) for transfer of credit prior to the student signing the enrollment agreement.
- *Minimum Acceptable Documents for Transfer of Credit Evaluation.* A student must submit an official transcript or grade report from a state-licensed or nationally accredited institution that can confirm the validity of such documents. The institution must be open and enrolling students at the time of the transfer of credit evaluation, and operating in good standing as defined by their accrediting and/or licensing body. The course syllabus or syllabi must also be submitted to AFNA for evaluation by the Academic Affairs department.
- *Examination-Based Transfer of Credit.* AFNA does not presently accept for purpose of credit transfer evaluation any examination-based proficiency exams. These include, for example, the College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES), among others. A student may nonetheless "challenge" an AFNA class to obtain class credit (see 'Experiential Credit Policy'), at which time they may elect to take a written or practical exam created by AFNA.
- *Cumulative Grade Point Average (CGPA) Inclusion.* Transfers of credit accepted by AFNA are applicable to program completion requirements, but are not included in the student's CGPA calculation.
- *Transfer of Credit Fees.* AFNA does not charge any fees for evaluating transfer of credit requests.
- *Tuition Reduction for Accepted Transfer of Credit.* If a student's Request for Transfer of Credit is accepted by the school and if that student proceeds to enroll at the school, then tuition for the program of enrollment will be reduced on a pro-rata, clock hour basis equal to the number of clock hours approved for the transfer of credit. Applicable STRF fees (California BPPE) shall be assessed per California state policy.
- *VA Education Benefits Recipients.* This institution will inquire about previous training and coursework as part of the enrollment process. Transferred credits and/or experiential credits that are allowed will be recorded on the enrollment record and the length of the program shortened proportionately. In addition, the student and the Department of Veteran's Affairs will be notified.

Experiential Credit 'EC'

Students with previously acquired experience and knowledge in an area relevant or similar to coursework required for the completion of an AFNA vocational program have the option to be tested upon enrollment and granted appropriate credit (if any). Evaluation will be based upon either a written exam, an oral exam, or both. The student must score at least 75% of points possible on the exam(s) in order to qualify for experiential credit. The student must request an experiential credit exam and will be granted one opportunity to take the exam. If the student does not show up for the exam, or if they fail to obtain at least 75% of the points possible for the exam, then the experiential credit request will be denied and the student will be expected to complete the course as it is scheduled in their program. Only students who have enrolled may request an experiential credit evaluation.

- *Experiential Credit Limit* No more than 30% of the total quarter credits required for completion of an AFNA program will be accepted as 'transfer credit' or as 'experiential credit' by the school under any circumstance.
- *Ineligible for Experiential Credit Evaluation.* The following AFNA classes are institutionally unique and are not eligible for experiential credit: FNT 200, FNT 210, FNT 317, FNT 318.
- *Cumulative Grade Point Average (CGPA) Inclusion.* Experiential Credit granted by AFNA is applicable to program completion requirements and included in CGPA calculations. The written exam score, oral exam score, or a weighted average of both shall be entered on the student transcript as a letter grade with grade point value.
- *Experiential Credit Fees.* AFNA does not charge any fees for evaluating experiential credit requests.
- *Tuition Reduction for Accepted Experiential Credit.* If a student is granted experiential credit by the school, then the overall length of the program will be reduced by the clock hours corresponding to the experiential credit, and tuition for the program of enrollment will be reduced on a pro-rata, clock hour basis equal to the number of clock hours approved for the experiential credit. Applicable STRF fees (California BPPE) shall be assessed per California state policy.
- *VA Education Benefits Recipients.* This institution will inquire about previous training and coursework as part of the enrollment process. Transferred credits and/or experiential credits that are allowed will be recorded on the enrollment record and the length of the program shortened proportionately. In addition, the student and the Department of Veteran's Affairs will be notified.

Leave of Absence 'L'

All requests for a Leave of Absence (LOA) – that is, a temporary interruption in the student's program of enrollment - must be made in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. Any request for a LOA not submitted within 14 days of the student's last date of attendance will be rejected and the student will be terminated from their program of enrollment as per the school's Attendance Policy. An approved LOA may cause the student's respective financial aid program (if any) to be placed on hold until they return to an active status with the school. LOA request forms are available from the school's admissions and/or student services staff. Approved LOAs must meet the following guidelines:

- Accepted criteria include jury duty, military reasons, medical leave (including pregnancy), and documented family or medical emergencies;
- The maximum length of a LOA is fifty-percent (50%) of the program's scheduled completion interval, or ninety (90) days, whichever is less. Students may receive no more than one (1) LOA within a six (6) month period.
- It is imperative that the student returns to the school when the approved Leave of Absence is over. Any student not returning on the scheduled return date will be administratively withdrawn from (all) their previously interrupted courses and terminated from their program of enrollment;
- The school may, at its discretion, extend or shorten the Leave of Absence to coincide with the nearest class start date, not to exceed ninety (90) days total.
- All LOAs must be in writing and signed by both the student and the school. Any modifications to the original LOA agreement must also be in writing and signed by both the student and the school.

An approved LOA may impact the student's program payment installment plan and/or Financial Student Aid programs may be affected, as applicable. For example, the due dates of payments still owing from the student will be aligned with the student's rescheduled program end date.

If a student does not return on the scheduled return date, they will be immediately dropped from the program. Any previously noted 'LOA' grades on the student transcript will be adjusted to a 'W' for withdrawn. If terminated, the student's program account will be adjusted to reflect payments still owing the school or refunds owing the student. Please refer to the school's Refund Policy as published in the school catalog.

Fail 'F' or Withdrawn 'W' Grade Allowance

Exactly one (1) 'F' or 'W' course grade is permitted in the Fitness and Nutrition Trainer Academy. Notwithstanding this allowance, the student must maintain a CGPA of 2.0 in order to establish satisfactory academic progress and to graduate from the Fitness and Nutrition Trainer Academy, or any other program of study at the institution. If a student receives any additional 'F' or 'W' course grade while completing requirements for the Fitness and Nutrition Trainer Academy, then the student will be required to repeat the course(es) at their expense. For all other programs other than the Fitness and Nutrition Trainer Academy, a course grade of 'F' or 'W' will require the student to repeat the course in order to fulfill the program completion requirements.

In Class Grading and Exams

Students earn class points for participation in and completion of class activities and projects, quizzes, and the class final exam. Components of the student's class grade are weighted as follows:

Activities, Projects, & Labwork:	30%
Quizzes :	40%
Final Exam:	30%*

***Exam Policy:** Each class offered at AFNA includes a written or practical final examination. The final examination for each class must be passed with a minimum 70% score of the points possible for that exam. If the final examination is not passed with a minimum 70% score of the points possible for that exam, then a make-up exam will be scheduled for the student.

Make-Up Exams

If a student should take a final exam at the scheduled time but fail the final exam, that student shall have an opportunity to retake the exam at a future date, typically no later than one week from the original examination date unless otherwise extended by the instructor or academic affairs director. Students may only attempt to pass a course final exam an additional two times; failure to pass the exam on the third attempt shall result in the student failing the course and receiving a letter grade of 'F' for the class. Students who retake a make-up exam with a passing score of 70% or greater shall be awarded a final score not greater than 70% for the make-up exam.

Late Work

Class assignments are due at such time and on such date that is established in advance by the school and/or by the class instructor. Depending on the circumstances of the late work, the instructor may (at her or his discretion) set a new time and date for a student to submit late work ranging from one to fourteen days. Excused late work is eligible to receive up to 100% of points available while unexcused late work is eligible to receive up to 85% of points available. Missed (late) exams that are excused may receive up to 85% of the points available, while unexcused missed exams will be graded as "pass" (letter grade 'C') or "fail" (letter grade 'F'). No late work shall be accepted after fourteen days.

Grading Objection / Appeal

Students who feel that their final class grade, or grade on a final examination, or grade on practical course requirements, or confirmation of completion was entered unfairly or incorrectly, may schedule a private meeting with the responsible instructor to understand the grading decision or to discuss a resolution. Should no understanding or resolution be reached, the student may complete a Request for Academic Review form, which is available upon request. This appeal form shall be reviewed by the Academic Director or the School Director or both and a final decision on the matter will be delivered to the student in writing within 30 business days.

If the student's appeal relates to a determination of Unsatisfactory Academic Progress, then the student is required to provide in writing substantiating documentation including a definitive statement from the student as to why he/she failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards no later than the next scheduled evaluation period.

If a student's appeal is accepted by the institution, the Academic Director will create an academic plan with that student that if followed will ensure that the student is able to meet the institution's Satisfactory Academic Progress standards no later than the end of the next evaluation period.

Probationary Period for Unsatisfactory Performance

If the CGPA of a student drops below 2.0 upon conclusion of any course, then the student will be placed on academic probation until the next completed course grade(s) are calculated into the CGPA. A written advisement of the school's Grading Policies will be delivered to the student as a result of this probation.

Dismissal for Unsatisfactory Performance

If the student's CGPA does not increase to above the 2.0 threshold upon conclusion of the next completed course grade (or grades), then the student's program will be interrupted with notification of this interruption also forwarded to the federal, state, and/or veterans financial aid program(s) in which the student participates (if any). If a student's program is interrupted due to unsatisfactory performance, their transcript for all incomplete or partially complete courses will indicate an 'Incomplete' mark and they may be required to repeat one or more courses (see 'Grading Policy') at their expense.

Clock Hours - to - Quarter Credits Conversion Formula

AFNA utilizes the quarter credit hour system as a means to measure Satisfactory Academic Progress (SAP). The institution applies the following formula to determine the quarter credit equivalency for each class:

Lecture Clock Hours / 10 = Quarter Credits

Lab Clock Hours / 20 = Quarter Credits

Internships and Externships are not components of any AFNA program at this time.

CPR and AED Training

The American Fitness and Nutrition Academy provides CPR and AED training and is a registered American Heart Association training site. All Fitness and Nutrition Trainer Academy students must be able to produce a valid CPR/AED provider card (HeartSaver CPR/AED or BLS) in order to graduate. The cost of this credential is included in the price of the Fitness and Nutrition Trainer Academy and is non-refundable and non-transferrable. CPR/AED training takes place outside of scheduled class hours, typically on Fridays or Saturdays. Students will have several opportunities to complete their CPR/AED training while enrolled at the school.

Course Repeat Policy

A student who receives a Fail ('F') or a Withdrawn ('W') for a course grade may elect in some - but not all - circumstances to repeat the course. In some cases, a student will be required (as permitted) to repeat a course in order to graduate from their program of enrollment. If a student is repeating a course in order to graduate, they must do so within a time frame equivalent to 150% of their originally scheduled program (see 'Maximum Time To Complete Program' policy).

The student must pay tuition and, in some cases, material fees to repeat a course. The cost to repeat a course is determined by multiplying the clock hours of the class by the current, per-hour tuition rate of the student's original program of enrollment. Additional course material fees may apply.

Veterans and VA Education Benefits eligible persons: Veterans and those eligible for VA Education Benefits may repeat a course under the terms given above. However, the Department of Veterans Affairs may or may not extend additional benefits for them to do so. Accordingly, payment for the repeated course may be the sole responsibility of the veteran or eligible person. Students affected by this policy should contact the DVA directly.

Maximum Time to Complete Program

A student is expected to complete their program no later than the end date of the selected program as it published in the school catalog and confirmed on the student's Enrollment Agreement. A student who is unable to complete the program within this period of time due to a leave of absence, class withdrawal(s), or another reason that does not include termination from the program due to a policy violation, will have the option to satisfy all program requirements within 150% of the originally scheduled interval. If a class (or classes) that the student must complete in order to fulfill these requirements is not available within this timeframe, then the student will be unable to complete the program.

Recipients of Veterans Education Benefits (e.g., GI Bill): AFNA's 'Maximum Time to Complete Program' policy does not apply to Veterans or eligible persons, who must complete their full-time program of study in the originally established length of time.

International M-1 Visa Students: AFNA's 'Maximum Time to Complete Program' policy does not apply to International Students studying in the United States on an M-1 Visa. These students must complete their full-time program of study in the originally established length of time.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at (name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you 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 an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma, or certificate) will transfer.

Graduation Requirements and Evidence of Completion

In order to graduate from AFNA's Fitness and Nutrition Trainer Academy, or from any AFNA continued education program, a student must minimally meet the following standards:

- Achieve a minimum cumulative grade point average (CGPA) of 2.0, as indicated in the school's Grading Policy;
- Maintain minimum attendance requirements (80% of program) in accordance with the school's Attendance Policy;
- Be in financial good standing with the school upon graduation;
- Possess current and valid CPR/AED credential. This is available directly from the school, and it is included in the price of the Fitness and Nutrition Trainer Academy. AFNA is a registered training site of the American Heart Association.

Upon completing a program at AFNA, students will be issued a final official transcript and, if applicable, a certificate of completion or diploma. These documents will be made available to the student within fourteen (14) business days of the completion date. Students may request to pick up these documents in person from the school, or receive them by mail at no additional cost.

Graduation Ceremony

Certificates of Completion and Diplomas (where applicable) are typically distributed to graduating students on the final day of their program. Traditionally, students and AFNA faculty and staff participate in a "pot-luck" celebration to mark the event.



STUDENT SERVICES

Enrollment Guidance and Orientation

Prospective students who would like to better orient themselves to the value of AFNA's programs, who would like to tour our classroom and athletic facilities, or who would like to visit a class session in progress, may schedule a school orientation through AFNA's admissions department, or by way of the school's website at <http://www.afna.com>.

First Day of Class Orientation

Students are oriented to the geography of the school, kitchen and common areas policy, parking policy, and so on. Additional topics that are covered include:

- School's Mission Statement
- Quarterly President's Forum with Students
- The school's "Open Door" Administrative Policy

Career Guidance and Job Placement Support

At course completion, students enrolled in AFNA's career programs are prepared to enter the field for a respective occupation (e.g., Personal Fitness Trainer). AFNA is committed to supporting graduates in their efforts to find employment at fitness centers, commercial gyms, studios, chiropractic offices, physical therapy offices, salons, spas, resorts, community centers, corporate settings, and more. AFNA's curriculum specifically addresses effective resume building, job interview protocol, client acquisition and retention, self-promotion, and professional etiquette. For students who wish to engage in their own private practice upon graduation, AFNA provides guidance and support for how such a business may successfully and responsibly commence operations.

AFNA cultivates and maintains beneficial relationships within the fitness community and strives to stay informed of job opportunities that may be appropriate for our students. AFNA measures its success by the success of its graduates. AFNA cannot, however, promise or guarantee employment to anyone regardless of the job placement and career guidance support we provide.

AFNA provides continuing education programs that are departmentally attached to its Diploma Fitness and Nutrition Trainer Academy. The Athletic Performance Trainer and Corrective Exercise Trainer programs are designed to augment and enhance the Fitness and Nutrition Trainer graduate's opportunities in the field of fitness and nutrition.

AFNA students are advised of the many career paths that are available to them upon graduation. They are provided with career counseling, resume writing support, job placement support, and long-term career consulting support.

Housing

This institution does not provide any dormitory facilities.

Pasadena area housing and cost: Apartments and houses are available in the immediate vicinity of AFNA's Pasadena classroom, located at 900 South Arroyo Parkway, Pasadena, CA 91105. Average cost for single-room community housing within 5 miles of the Pasadena classroom: \$600

The American Fitness and Nutrition Academy bears no responsibility to find or to assist in finding student housing. However, the school does keep on file various reference materials for out-of-town students in need of housing. At the request of a student, the school will also post a request for housing / request for roommate note on the school's library bulletin board.

Child Care Resources

AFNA does not provide child care facilities or personnel, but each school location maintains a reference list of potential day care options as a resource for students who seek assistance for the care of dependents.

Part Time Employment Postings

AFNA does not oversee or administer any part-time work-study programs on behalf of its students. AFNA does, however, provide reference materials that might be useful to a student who is attempting to work part-time while attending AFNA classes.

Visitors to Class

AFNA students are encouraged to invite family members or friends who may be interested in enrolling in an AFNA program to visit the school. Orientation visits should be scheduled in advance through an AFNA admissions representative. Children are not allowed in the classroom at any time and if visiting the school, must be attended to at all times by a legal guardian.

Student Records, Certificates, and Transcripts

All student records are stored electronically with the school's AFNADEX data management software, which is physically located on the school's server and on the cloud. Data on the server is mirrored on the cloud and is therefore immediately salvageable should the server be damaged or corrupted. Data on the server and on the cloud is encrypted and password protected. A student's final transcript / record of completion is certified by AFNA's Academic Director or School Director after which time it cannot be altered. Physical copies of student transcript and completion data are additionally maintained in locked file cabinets at the school. Students may request copies of their transcripts and records of completion through AFNA's website. Hard-copy records shall be maintained for a period not less than five years following student completion of the AFNA program. Electronic transcripts are kept permanently by the school and can be printed as official hard-copy transcripts upon request. Administrative and enrollment records are also kept in locked file cabinets at the school, and is also stored on the school's server and in the cloud (encrypted and password protected).

Students receive an Interim Progress Report (IPR) every six weeks if they are enrolled in the Fitness and Nutrition Trainer Academy. If they are enrolled in the Yoga Teacher program, they receive an IPR at the end of their first quarter. No IPRs are issued for single quarter programs, that is, no IPRs are issued for the Athletic Performance Trainer or Corrective Exercise Trainer programs.

A single diploma is issued to graduates of the Fitness and Nutrition Trainer Academy. A single certificate of completion is issued to graduates of continued education programs. Official replacement diplomas and/or certificates of completion are available to students at a cost of \$15 plus applicable shipping fees.

Official transcripts are provided to the student following completion of their respective AFNA program. Official replacement transcripts are available to the student at a cost of \$15 plus special shipping charges (i.e., overnight or international) if applicable.

Library and Reference Access

AFNA makes available textbooks, DVDs, and other reference materials pertaining specifically to human health and nutrition, fitness training, and athletic performance. Additional materials are available on a variety of topics including how to construct effective resumes, write business plans, create sales and marketing campaigns, and form a business entity. AFNA students may review these materials in class, and may also "check out" materials for home review as permitted and documented by their AFNA instructor. Damage to an item or failure to return an item owned by AFNA will result in a fine commensurate to the replacement of that item. There is a bulletin board located at the school where event notices, job notices, request for housing notices, and other miscellany are posted and maintained by AFNA administrative and academic staff.

Academic Counseling and Tutoring

Students who have trouble maintaining course completion requirements will be counseled, and arrangements will be made with the goal of remedying their difficulties. AFNA will make every reasonable and responsible effort to bring students into course compliance. Instructors may or may not be available for tutoring sessions with students. It is AFNA's policy that instructors must coordinate all student-tutoring sessions (if any) through the school. Such tutoring sessions will be available to interested students during instructors' scheduled office hours at no extra charge. These tutoring or Q&A sessions may take place at the school, or by phone, or by some other means such as Skype or FaceTime.

Instructors post on a bulletin board in the classroom their "office hours", during which time they are able to respond to student questions and requests.

Drug and Alcohol Abuse Prevention

AFNA is committed to student safety and good health. Students who are suffering from the effects of alcohol and/or drug addiction may contact the school for resources and counseling options that could help remedy their situation.

Field Trips

Students are responsible for their own transportation to and from events scheduled outside of the classroom or fitness center environments. If a student is unable to attend an officially scheduled event, they may request from their instructor an alternative assignment that can award them the same number of class points they would otherwise have been able to earn (if any) for the event.

Website and Social Media

Students may create a social networking profile and interact with their fellow students and instructors on the school's Facebook page. Search Facebook for "American Fitness and Nutrition Academy".

Directory Information and Use of Student's Image

AFNA may release directory information, including the student's name, address(es), telephone number(s), current enrollment status, dates of attendance, course completion information, details about participation in officially recognized activities, and location of the school attended by the student. This information may be released to prospective employers, in media releases, and for any additional purposes approved by the school's administration. In addition, AFNA may use still or video images of the student, and recordings of the student's voice, in marketing and promotion campaigns specific to the school. In accordance with FERPA (Family Educational Rights and Privacy Act), the student may request that directory information be withheld, and/or that use of their still and video images, and of their recorded voice, be avoided, by notifying the school director or the admissions director in writing.



CODE OF CONDUCT POLICY

Misconduct Policy

Misconduct is considered to be in conflict with the educational objectives of this school and thus subject to dismissal, with or without refund as qualified in AFNA's Refund Policy. Misconduct is cheating, forgery, plagiarism, unauthorized use or distribution of copyrighted materials (which may also result in civil and/or criminal charges), furnishing false information, alteration of school documents, disruption or obstruction of teaching or administration, verbal or physical abuse of any person on school or fitness center premises, theft or damage to school premises and property or to the property of others, and use of alcoholic beverages and/or illegal drugs on school property. Sexual misconduct or harassment of any kind will not be tolerated.

Fitness Readiness and Hygiene

Students are to arrive in class well-groomed and in clean, comfortable fitness-ready attire. "Well-groomed" means the student should be adequately bathed, free of body odor, free of bad breath, and ready to interact with other students in a close-quartered fitness training environment. Students must wear proper exercise attire and clean, well-supported gym shoes at all times. Uniform T-shirts may also be required to be worn by students when working out in the fitness center. Perfume or cologne should be avoided as it may irritate other AFNA participants.

Substance Use

Smoking, tobacco chewing, consumption of alcohol, marijuana use, illegal drugs, or any illegal performance enhancement substance use or carcinogenic substance use is not permitted on or around AFNA and/or fitness center premises at any time.

Personal Calls and Mobile Phone Use

Mobile phones must be turned off or placed on silent mode during class time. Phones may not be placed on tables or desks, but rather kept out of view and in a place where any vibration will not be disruptive to the class. Texting and calling during class, lab, and/or during an instructor lecture is strictly prohibited. Smart phones may not be used during an examination for any reason. Students who wish to make use of a calculator during an examination must bring a calculator. They may not use the calculator on their phone during an examination.

School phones at AFNA are for staff use only and may only be used by a student in the event of an emergency.

Food and Drink

Meals may be consumed by students in the classroom during scheduled breaks. Students may store food in the refrigeration unit(s) provided, and may also make use of the microwave oven located in the kitchen area. Should food or drink spillage occur, the student is expected to immediately clean the affected area. If school carpet, equipment, or other school property is damaged, ruined, or in need of professional cleaning as a result of spillage, the student will be responsible for bearing those costs.

Food may not be left at AFNA overnight. If it is, it may be thrown out by AFNA staff.

Snacks and beverages may be quietly consumed during class lecture (but not during athletic training unless in compliance with athletic facility policy), provided such consumption is not disruptive to other students or to the instructor. Strong-smelling foods should be avoided out of courtesy to others.

Dismissal for Code of Conduct Violation

AFNA may issue a verbal or written warning, or dismiss a student immediately for any Code of Conduct violation as based on the seriousness of the violation, which shall be gauged at the sole discretion of the school. If dismissed for a Code of Conduct violation, the student will be ineligible for admittance or readmittance to any school program and may or may not be issued a refund per AFNA's Refund Policy.



GENERAL SCHOOL POLICIES

School Policies and Student Understanding

Students are expected to review and understand all the school policies described in this catalog. Students may direct questions regarding school policy to AFNA faculty and staff.

Class Size and Enrollment Minimums

AFNA limits the size of all its on-site Career Fitness Education courses to 24 students or less to ensure beneficial interaction between instructors and students.

AFNA reserves the right to cancel any course that does not meet enrollment minimums.

Students with Disabilities

AFNA does not discriminate on the basis of a student's disability as defined in the Americans with Disabilities Act (ADA) either in the enrollment process or following enrollment. AFNA's School Director is designated to assist students with special needs and/or disabilities in determining how to accommodate course enrollment and participation, as such may be determined as reasonably practical. Students are required to provide written verification of a disability and to consult with the School Director to develop a plan of reasonable accommodation upon enrollment in an AFNA program.

Personal Property Responsibility

AFNA is not responsible for the loss or damage of any personal property brought to an AFNA classroom, administrative office, training facility, and so on. Students are responsible for their own property without exception.

Student Change of Address

Students are expected to immediately notify the school in writing of any change to an address they included on their application for admission and/or enrollment agreement. They may do so by emailing AFNA at enroll@afna.com, or by submitting a Change of Address form (available upon request).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may write to following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Grievance Procedure

AFNA has a formal complaint procedure, which is designed to provide students with an avenue and recourse for presenting and resolving complaints. Only the School President or the Academic Director are authorized to receive and resolve student complaints.

Students may submit complaints in writing with the date of the submission of the complaint. AFNA shall respond to all written complaints within 10 days of receiving the complaint, providing the student with a written response, including a summary of the investigation and disposition of the complaint. Participation in the complaint process shall not affect a student's status or in any way limit or waive one's right to other remedies or legal recourse.

If, after following the school's established Grievance Policy, a student should feel unfairly treated or their concern unresolved, he or she may file a complaint to the Accrediting Council for Continuing Education and Training (ACCET). The ACCET Complaint Procedure is posted publicly at the school and a copy of this policy can be provided upon request.

OFFICE USE ONLY

Have you applied for Admission to AFNA before?

Yes No

If 'Yes', on what date? _____



Apply Online at <http://www.afna.com/apply>

- or -

Upon Completion and Signature of this form, you may:

- Scan and Email to enroll@afna.com; or
- Fax to AFNA at (626) 782-6151; or
- Hand deliver or mail to AFNA (see Catalog for address)

APPLICATION FOR ADMISSION

Student Information

_____	_____	_____
Last Name (Family Name)	First Name	Middle Initial

Current Address

_____		_____
Street		Home Phone
_____	_____	_____
City	State / Province	Mobile Phone
_____	_____	_____
Postal / Zip Code	Country	Email Address
____ ____ ____	<input type="radio"/> Male <input type="radio"/> Female	____ ____ ____
Social Security Number <i>(U.S. Citizens or Residents Only)</i>	Male or Female	Height Weight
		Date of Birth

Permanent Address (if different from current address)

_____		_____
Street		Permanent Phone Number
_____	_____	_____
City	State / Province	Postal / Zip Code
		Country

Emergency Contact Information

Name and Relation to Student:

_____	_____
Street	Phone Number
_____	_____
City	Email Address
_____	_____
State / Province	Postal / Zip Code
	Country

Yes, AFNA may contact my Primary Care Physician regarding my physical activity readiness.

Physician's Name (If 'Yes') _____
 Phone _____
 Email _____

Please Continue Application on Page 2

Select Your Program(s)

School Location

Pasadena

Please write the name(s) of of your Program of Interest:

What other Colleges, Universities, or Post-Secondary Vocational Schools have you attended? Please list:

Desired Enrollment

Winter Summe

Sprin Fal

Year: _____

Program Format:

Day Intens

Evenin Othe

Application Detail

Education completed: High School Diploma Some College AA BA/BS MA/MS PhD

If you have not completed a High School Diploma Other:

or equivalent, are you willing to take a test to demonstrate your **Ability To Benefit** from this program? Yes No

Are you eligible for U.S. Military VA Benefits? Yes No Have you received VA Education Benefits Before? Yes No

If you answered 'Yes', do you know your benefits program?

Chapter 33 (Post 9-11) Chapter 30 (Montgomery) Chapter 35

Chapter 31 Chapter 1606 VRAP

Yes, the VA has issued me a Notice of Basic Eligibility (NOBE) or Certificate of Eligibility (COE) and I have attached it to this Application for Admission.

Are you an International Student requiring a Study Visa? Yes No

If you answered 'Yes', will you be in the U.S. alone or with a spouse and/or dependents?

Alone Spouse Dependent(s)

International Students ONLY

Provide your TOEFL or TOEIC score or - if you do not have your score - please write in your level of English:

TOEFL

TOEIC

(Excellent, Good, Poor)

Any physical or mental impairments or disabilities that the school should be aware of? Yes No

If you answered 'Yes', have you read [AFNA's Students with Disabilities Policy](#)? Yes No

Please explain:

	▲
	▼

Any health or injury issues that could affect your instruction and/or your participation in a rigorous exercise and flexibility program? Yes No

Please explain:

	▲
	▼

Have you ever been convicted for a felony crime? Yes No _____

Signature

By signing my name below, I affirm that all the information provided by me in this document is factual.

Date

Student Signature

Date

Parent / Guardian (if student is under 18 years old)