

GDS Institute School Catalog & Student Handbook

April 1, 2018 – March 31, 2019

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School Information

Approval Disclosure Statement

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. This catalog is available to any person at any time upon request. Prior to enrolling students are required to receive a school catalog.

GDS Institute located at 7916 Long Beach Blvd. #B, South Gate CA 90280, is a private institution approved to operate in the State of California, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, effective January 1, 2010. GDS Institute, under Section 94802(a) of CPPEA, will by operation of law, be approved until June 30, 2017. The Act is administered by the Bureau for Private Postsecondary Education (BPPE) under the Department of Consumer Affairs. The BPPE can be reached at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

You may call GDS Institute at (323) 585-557 or by contact by fax at (323) 585-6428. GDS Institute is also on the web at www.gdsinstitute.edu.

GDS Institute is accredited by the Council for Occupational Education (COE).

The Bureau's approval means the institution is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state council. Institutional approval must be reappraised every three years and is subject to continuing review.

Accreditation means that the institution has met the requirements for an accredited institution by COE and is subject to reaffirmation of its accreditation status every 2 to 6 years.

Approved are the following programs:

<i>Program</i>	<i>Clock Hours</i>	<i>Weeks</i>
Administrative Office Assistant	900 Hrs.	30
Human Resources Administrator	900 Hrs.	30
Light Auto Mechanics	900 Hrs.	30

Graduates Do Succeed Inc., or GDS Institute has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

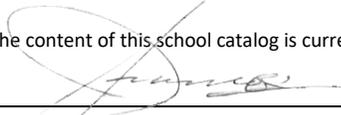
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

Accuracy Statement

GDS Institute has made every effort to assure the accuracy of information in this catalog. Students and others who use this catalog should be aware that policies, procedures, rules, and regulations change and that these changes may alter the information contained in this catalog. The institute reserves the right to change fees, policies, procedures, rules, and regulations. If you find any errors, omissions or would like to see additional information in future editions please let your admissions representative know.

All information in the content of this school catalog is current and correct and is so certified as true to the best of his knowledge and belief by:

Signature: 
Salvador Franco, President

Institutional Mission

To provide affordable, high quality career and technical education to students so as to enable our graduates to become employable in entry-level positions in the areas of auto mechanics, office administration, and human resources.

History

GDS Institute was founded in 1993 and became incorporated in 1994 as a California corporation. Although established as a medical training institution, GDS has expanded its curriculum and educational objectives toward computers and telecommunications in response to the employment and training needs in the community of Los Angeles and surrounding areas.

Administration

GDS Institute is a division of Graduates Do Succeed Inc., a California Corporation. It is administered by a School President who is overseen by the corporate Board of Directors and counseled by an advisory board. The School President is supported by qualified staff and faculty.

President /Chief Executive Officer

Salvador Franco founded GDS Institute in 1993 driven by his passion to provide those in need of encouragement and direction in their careers and life. Mr. Franco received formal training in Accounting in his native Durango Mexico and has a long history of employment as a manager for small medium and large businesses. As the School President and CEO he is responsible for the overall administration of the institute.

Vice President / Chief Operating Officer

Salvador Franco Jr. joined GDS Institute in 1993 as an admissions officer and has worked through various staff positions familiarizing himself with even the most minute details of the institutes operations. An Alumni of Santa Monica College, Mr. Franco has been an active member of the community serving on the city council of the City of Bell Gardens. As the COO he is responsible for the institute's overall business operations, including finances, management, personnel and contracts.

Chief Administrative Officer

GDS Institute's day to day operations are overseen by the Chief Administrative Officer. Our **Chief** Administrative Officer is responsible for the direct supervision of Staff, ensuring adherence to College policies and procedures and supporting and facilitating the needs of our students.

Federico DeSoto is our current Chief Administrative Officer. He holds a Bachelor's Degree in Computer Science from California State University, Long Beach. He has worked for over 20 years in the vocational education field and serves as the school's liaison regarding state, accreditation, and Title IV matters.

Faculty

Faculty members are selected according to their individual skills and both their career and academic backgrounds. GDS Institute employs both full-time and part-time faculty to ensure that student's needs are met. Each faculty member is supervised by the CAO. Faculty members are trained to stimulate and develop both career skills and a professional attitude within their students.

Faculty Member	Position	Education	School Name	Full Time/Part Time
Keith Andreasen	Light Auto Mechanic Instructor	High School Diploma/ ASE Certified	Marina High School	Full Time
John Sturgeon	Light Auto Mechanic Instructor	High School Diploma/ ASE Certified	Westminster High School	Full Time
Tavio Garcia	Administrative Office Assistant Instructor	AA Networking Technology	Southern California International College	Full Time
Michelle Gonzalez	Human Resources Administrator Instructor	Certified Office Technician	South Gate Adult School	Full Time

Facilities & Instructional Equipment

GDS Institute is located in the city of South Gate at 7916 Long Beach Blvd., #B, In Southern Los Angeles County. The campus occupies 2,857 square feet, consisting of classrooms, laboratory areas, conference facilities and administrative offices. The modern facilities are air conditioned and. The facilities are designed to accommodate up to 100 students per session. GDS Institute provides free parking and is accessible by public transportation.

GDS Institutes facility is equipped with instructional equipment that is adequate to meet the needs of the current student body and the requirements of our current program offerings. Examples of such equipment include, but are not limited to: student classrooms equipped with writing boards, audio-visual electronics, charts, fully equipped laboratory/practicum rooms, CPR equipment; computer stations, and bulletin boards. All institute facilities and equipment comply with all local, state and federal health and safety rules and regulations.

Student Rights

Students have the following rights:

- Students have the right to receive a catalog and school performance fact sheet before signing an enrollment agreement.
- Students have the right to be trained by qualified faculty.
- Students have the right to be trained using quality materials.
- Students have the right to cancel the enrollment agreement within 7 calendar days of enrollment or on the first day of class, whichever is later.
- Students have the right to withdraw from their training program at any time for any reason (Must be in accordance with the withdrawal policy)
- Students have the right to a refund of any monies owed to them.
- Students have the right to be treated with respect and professionalism.
- Students have the right to contact the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 with any concerns regarding the Institute.
- Students have the right to contact the Council on Occupational Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 (770) 396-3898 with any concerns regarding the Institute.

Non-Discrimination Policy

It is the policy of GDS Institute, that there shall not be discrimination against any prospective, current or past student based on race, color, religion, sex, national origin, age, disability, political affiliation and/or belief that would not preclude employment within their selected programs occupational scope. Any

concerns regarding discrimination should be directed to the School Director who will act equitably and promptly to resolve any concerns of alleged discrimination.

Accommodations for Disabilities and Americans with Disabilities Act

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), GDS Institute follows the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs offered by the Institute “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the School President has spoken with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

GDS Institute will provide reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the Institute. To request auxiliary aid or service, please speak with your instructor. Students should submit requests with prior to the beginning of the first day of classes.

Student Grievance Procedure

GDS Institute is committed to providing students with a safe and equal learning environment. Any student with a grievance should first discuss it with the instructor, staff member, or administrator directly involved in the incident the grievance concerns. Unresolved grievances should be directed to the CAO. If dissatisfied with the response or solution a student may file a written grievance with the School President. The written claim will be reviewed by the School President or a person designated by the School President. Upon reviewing the matter and discussing it with all involved parties the School President/ designee will make a final decision.

Students have the right to contact the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or Council on Occupational Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 (770) 396-3898 www.council.org with any concerns regarding the Institute.

Hours of Operation & School Calendar

The administrative office of GDS Institute is open to the public and for student services Monday through Friday from 8:00 am to 4:30 pm. On weekends there will be administrative office personnel available to provide services to the public and students, as needed. If an individual requires assistance outside of these hours they should contact the institute to request an after hours appointment. GDS Institute reserves the right to change the administrative office hours of operation without notice.

Classes may be scheduled 7 days a week from 7:00 a.m. to 9:00 p.m. Please see the Program descriptions for specific class schedules.

Classes are not scheduled on the following holidays: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Holidays may be observed on the next business day. Additional holidays may be scheduled as needed. Students will be notified of holidays in advance.

Admissions Policies

GDS Institute is open to all individuals who possess a sincere desire to be trained for an opportunity in a skilled career.

The school requires a personal interview and school tour with each applicant prior to acceptance into any programs. The school encourages the parents or the spouse of the prospective student to attend the interview. This gives both the prospective student and their family an opportunity to see the school's equipment and facilities and to ask specific questions relating to the school, the curriculum and the career training being considered. The personal interview also gives the school the opportunity to meet the prospective student and to evaluate their qualifications and aptitude.

General Admission requirements

A prospective student must be at least 18 years of age.

An applicant for enrollment at the Institute must possess a diploma from an accredited high school or the recognized equivalent prior to enrollment in order to enroll in the Institute

High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)

A prospective student must be a California resident. A California resident is a person who lives in California and has the intention of remaining in the state of California upon completion of training. An applicant may be required to provide documentation to substantiate residency.

Admission to the institute is program specific. Students admitted to one program may not be eligible to transfer to another program of study. Individual programs may have additional or alternate admissions requirements, please see the program description for additional information. GDS Institute reserves the right to deny admission to any prospective student and may change admissions requirements without prior notice.

A prospective student who has been denied admission must wait a minimum of three months to reapply for admission.

Admission is granted or denied by the School President, or their representative, of the program to which a prospective student has applied. A prospective student may appeal the denial of admission in writing to the School President. Such an appeal should contain the reasons that the prospective student should be reconsidered for admission. The School President's decision is final.

Ability to Benefit Students

Ability-to-Benefit (ATB) students are those who do not possess a high school diploma, GED, or recognized equivalent and are beyond the California State age of compulsory school attendance.

If ATB eligibility was established prior to July 1, 2012, the applicant will be required to provide such documentation. Certified, passing scores from the Wonderlic Basic Skills Test (Wonderlic exam) or other US Department of Education recognized ATB eligibility exam are valid for five years. If eligibility is established, these students may apply for Title IV Financial Aid.

If ATB eligibility was not established prior to July 1, 2012, the applicant will not be eligible for Title IV Financial Aid and must pass the Wonderlic exam in order to be admitted.

All ATB students will undergo pre-admission advising prior to enrollment. An applicant who is not a high school graduate or the equivalent may apply for enrollment. However, if the student has not established ATB eligibility prior to July 1, 2012, they will be ineligible for Title IV aid if they choose to attend.

ATB testing is administered by a certified independent test administrator and is scored by the test publisher. Student must provide a valid government issued ID card and a social security number prior to testing. ATB students may not begin classes until they have passed the ATB test as evidenced by an unofficial test report. ATB students will not be officially accepted until official passing scores have been received by the Institute from the publisher.

An ATB applicant who fails the Wonderlic exam must wait a minimum of 7 calendar days before retaking a second version of the Wonderlic exam. If the applicant fails both versions of the Wonderlic exam, the applicant must wait a minimum of 60 days from the date of the second attempt before re-applying for admission to the school. Passing scores for the Wonderlic exam are valid for five years.

WBST Section	Minimum Score
Verbal	200
Quantitative	210

Enrollment Procedures

After being granted admission, a prospective student is required to sign an enrollment agreement detailing the specific training the student will receive, the costs the student will incur, and when the student will begin classes.

All students will receive a copy of this catalog, program specific brochure and a school performance fact sheet before signing an enrollment agreement. Upon signing the enrollment agreement a prospective student becomes a student.

Foreign Students

GDS Institute is not authorized to admit students from other countries.

Language Proficiency Requirement

GDS Institute does not offer ESL (English as a Second Language) instruction. Students must be able to read, write, speak, understand and communicate in English at a rudimentary level. At no time will instruction take place in any language other than English.

Medical Restrictions and Clearance Requirements

Vocational training is intended to lead to skilled employment. Employment in certain fields may require medical clearance from a physician. Prospective students should discuss any and all medical restrictions with their admissions representative prior to enrolment. A prospective student may be assessed for the physical ability to perform tasks within the scope of the field of training without causing harm to themselves or others. Such an assessment must be made by a licensed physician and reviewed by the School President.

Credit for previous Training, Education, or Experience

The CAO will evaluate previous education and training that may be applicable to a program offered by GDS Institute. Students applying for credit must submit official transcripts to the Institute for review prior to beginning their training. Credit may be given if the education and/or training were completed at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) where programs and credit values are comparable to those offered at GDS Institute and a passing grade or better was attained. Students may be required to demonstrate competency in requested transfer training programs. Transfer credits are not used in determining grade point averages (GPAs). Recognition of credits earned at another postsecondary institution is limited to no more than 50 percent of the total hours required for completion of a designated program.

The institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the Veterans Administration and student accordingly. No fee shall be charged for the award of credit for prior experiential learning.

Challenge Credit

To successfully challenge a module within a program, a student must submit a written request to the CAO prior to the start of the module. The request will be reviewed according to the following criteria, and if approved, the challenge examination will be administered. If the challenge examination is not successfully passed based on the listed criteria, the student must complete the module.

To challenge a module:

- A student must complete the examination prior to the start of the class
- A minimum grade of 75% must be achieved on the examination
- No more than 25% of credit for a programs modules may be earned through challenge examinations
- Students may attempt to challenge module only one time
- Credits earned through challenge examination do not count toward a students GPA
- A student's financial aid may be affected if challenge credit is received
- The student's ability to progress in the program is based on availability
- The School Presidents decision on the challenge exam is final

Articulation Agreements

GDS Institute does not currently have articulation agreements with other institutions.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at GDS Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate, degree, or diploma you earn in GDS Institute's educational programs is also at the complete discretion of the institution to which you may seek to transfer.

If the credits, 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 GDS Institute to determine if your credits, degree, diploma or certificate will transfer

Criminal Background Disclosure

Employment in certain fields may require criminal background clearance. Prospective students should discuss any and all criminal background with their admissions representative prior to enrolment. GDS Institute may deny admission to a prospective student with a criminal background. The Institute does not believe that a prospective student should make a substantial investment of time, money and effort if it is unlikely that the individual will be employable in their desired field of study. Prospective students are required to disclose if they have ever been convicted by any court at any time of any crime other than a minor traffic violation. Please be aware that the institute reserves the right to conduct a background check.

Academic Policies

Attendance Policy

Students are expected to attend all classes at the scheduled starting time and for the duration of the program. All absence and attendance is recorded. It is the responsibility of the student to communicate with the school administration in advance to advise if they will be absent or late, just as it is necessary to inform an employer.

Absence

Satisfactory attendance must be maintained at all times. It is the responsibility of the student to acquire any notes or class material that he/she has missed; the instructor will determine if the student will be allowed to make up any missed exams or class work. A student must not miss more than two (2) days in a 30 day period in order to maintain satisfactory attendance. Written notification of probation will be issued to the student in the event that they miss three or more days per month.

Tardiness

Tardiness is a disruption to a good learning environment and is discouraged. It is the responsibility of the student to gather any course work that the student has missed due to tardiness. Three (3) incidents of tardiness, or leaving school early without permission or notification, within a 30 day period will be considered one (1) absence and subsequently, nine (9) tardies are equal to three absences and will be subject to probation.

Probation and Interruption for Unsatisfactory Attendance

Students with three absences in a 30 day period will receive written notification of probation for the duration of one month, exceptions can be made with serious documented medical absences. Once on probation, the student must meet satisfactory attendance. If the student achieves satisfactory attendance after probationary period ends, the student will no longer be on probation. If the student violates satisfactory attendance, that is, if three (3) or more absences are acquired while on probation, the student may be placed on suspension or terminated altogether at the School Presidents discretion.

Make-up work

Students must make arrangements to make-up course work with the instructor, however, absences will remain.

Leave of Absence

Circumstances may arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence (LOA); however, an LOA will not be granted during the first two modules. Students who find it necessary to take a LOA must submit a written request and obtain a approval in writing from the School Presidents. A LOA may not exceed 180 calendar days within a 12-month period. If students do not return from a LOA on the scheduled return date and no prior arrangements have been made, their enrollment will be terminated in accordance with the institute's termination policy. Examples of extenuating circumstances include: Military Duty; Illness / Death in the family; maternity; or other mitigating circumstances as approved by the institute.

Conduct Policy

At all times when on school premises, students shall conduct themselves in an orderly and considerate manner and shall appear for classes in a coherent and receptive condition. Disruptive behavior,

including but not limited to cheating, harassment, fighting, profanity, theft, creating a hazard to others, or failure to obey an administrator or faculty member is not acceptable and may lead to probation, suspension or dismissal from GDS Institute. GDS Institute adheres to a Zero tolerance violence policy. Any act deemed to place any individual in harms way will result in dismissal. Use of cell phones is not permitted during any class session and should be kept to a minimum while on campus. Visitors and children are not allowed in class at any time.

Weapons

GDS Institute does not permit any person to carry a weapon of any kind on the institutes premises at any time. The possession of any weapon will result in dismissal from the institute.

Drugs & Alcohol

GDS Institute is committed to providing students with a drug and alcohol free environment. The use or possession of drugs or alcohol is prohibited at GDS Institute. Any person found to be in possession or under the influence of drugs or alcohol may be dismissed from the institute.

Academic Integrity

GDS Institute requires all students to maintain academic integrity while enrolled in the institute. Academic integrity requires that all students do their own work and refrain from cheating, plagiarism or any other form of academic dishonesty. It is the institute's belief that maintaining academic integrity while a student will serve as a strong foundation for ethical behavior in the workplace.

Vandalism & Theft

Students are expected to treat the school premises with consideration and keep any student areas organized and clean. Vandalism or theft of another students or the schools property in any form is illegal and will be prosecuted to its full extent. In addition such an action will result in dismissal.

The institute is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical or practicum sites, or during any institute activities.

Sexual Harassment

The sexual harassment of prospective, current, or past students, faculty member, or administrators in any form is unacceptable and will not be tolerated. Any person who feels that he or she is a victim of sexual harassment by any prospective, current, or past students, faculty member, or administrator should bring the matter to the attention of the School President. GDS Institute will immediately investigate any alleged sexual harassment as a confidential matter and take appropriate corrective action, if warranted.

Dress Code

Students are to keep a neat and clean appearance during their time at the institute. Students may not wear any article of clothing that may be a risk to anyone's safety. Students are expected to wear their assigned uniforms whenever in attendance. Violation of the dress code may result in termination.

Any violation of GDS Institutes conduct policy will be reviewed by the School President. Decisions regarding the reprimand of any student will be at the School Presidents' discretion. The School Presidents decision is final.

Grading System

The progress and quality of students work is measured using a system of letter grades and grade percentages as shown below. Grades are based on the quality of work performed by the student outlined on the program syllabus.

<i>Grade</i>	<i>Performance</i>	<i>Grade Point Avg.</i>	<i>Percentile</i>
<i>A</i>	<i>Excellent</i>	<i>4.0</i>	<i>90-100%</i>
<i>B</i>	<i>Above Average</i>	<i>3.0</i>	<i>80-89%</i>
<i>C</i>	<i>Average</i>	<i>2.0</i>	<i>70-79%</i>
<i>D</i>	<i>Below Average</i>	<i>1.0</i>	<i>60-69%</i>
<i>F</i>	<i>Failure</i>	<i>0.0</i>	<i>0-59%</i>

Students who receive a below average grade (**below a "C"**) must repeat that module. When students repeat a failed module, the grade they receive is used to calculate the cumulative GPA, but both the original and repeated attempts will be counted in rate of progress calculations. If a student repeats a module, the length of the program must not exceed 150 percent of the published program length. Students may repeat a module only once.

Standards of Satisfactory Academic Progress

Students' progress will be measured at the end of each module, at which time students must meet satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve a grade of at least 70 percent for each module
- Progress at a satisfactory rate toward completion of their program
- Be able to complete the program within 150 percent of the published program lengths (See Maximum Time to Completion).

A student who fails to maintain Satisfactory Academic Progress will be placed on Academic Probation.

Academic Probation

The probationary period covers the module that starts immediately after students have been placed on academic probation. They are required to repeat the failed module at the earliest possible date. Students remain eligible for financial aid during this period.

If students achieve a passing grade of at least 70 percent for their probationary period (module), the probationary status is removed. Students who do not achieve a grade of 70 percent have failed to maintain satisfactory academic progress and their enrollment will be terminated.

A student who has been terminated for failing to maintain satisfactory academic progress may initiate the student appeal process in order to be reinstated into the program. However, if the appeal is granted, the student will not be eligible for financial aid during the reinstatement module. If the student achieves the minimum grade of 70 percent for the reinstatement module, the student will be considered to be making satisfactory academic progress and will reestablish financial aid eligibility.

Appeal Policy

Students have the right to appeal decisions made and policies enforced by the school. Students must initiate the process by submitting a written appeal to the School President.

The School president will empanel an Appeal Committee that will review the appeal. Appeal considerations will be based on the students attendance record, academic record, conduct, instructors' recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress.

Students will be notified of the Appeal Committee's decision in writing. A Student is not entitled to appeal if they are terminated for exceeding the maximum program completion time.

Maximum Time to Complete Program

Students are expected to complete their program within the defined maximum time allowed, which may not exceed 150 percent of the normal time frame.

<i>Program</i>	<i>Program Length</i>	<i>Maximum Time Allowed</i>
Administrative Office Assistant	<i>30 Weeks</i>	<i>45 Weeks</i>
Human Resources Administrator	<i>30 Weeks</i>	<i>45 Weeks</i>
Light Auto Mechanics	<i>30 Weeks</i>	<i>45 Weeks</i>

If a student exceeds the maximum time allowed or does not progress at an acceptable rate, they will be terminated from the program. Probationary status is not allowed.

Withdrawal from the Institute

Students have the right to withdraw from a program at any time. If a student withdraws from the program after the period allowed for cancellation of the enrollment agreement, which is on the first day of attending class or until midnight on the seventh calendar day after enrollment, whichever is later, GDS Institute will remit a refund of any monies paid less any non-refundable fees, if applicable, not to exceed \$250.00, any educational services rendered and for the documented cost of un-returned, damaged, or non reusable equipment within 45 days following the students withdrawal.

For the purpose of determining the amount a student owes for the time they attended, the student shall be deemed to have withdrawn from a program when any of the following occurs:

- A. The student notifies the school in writing by certified mail, hand delivery, or email of their withdrawal. Notice must be addressed to the School President.
- B. The Institute terminates the student's enrollment. The institute's Termination policy can be found in this Catalog.

GDS Institute will use the date the withdrawal request is received as the official date of withdrawal.

Termination

A student's enrollment may be terminated or admission rescinded for any of the following:

- Failure to comply with the institute's conduct policy
- Failure to comply with the institute's attendance policy
- Failure to comply with program rules and regulations
- Failure to maintain satisfactory academic progress
- Failure to meet financial obligations to the institute
- Failure to meet prerequisites
- Failure to comply with the enrollment agreement

Students will be informed of their termination in writing. The written notice of termination may be mailed.

Student Records

For each student enrolled, GDS Institute will create and maintain a student file containing any documents and information required for the student's admission, enrollment, and program of study. Student information will be kept private, in compliance with all Local, State and Federal regulations. Each student file will be stored for a minimum of five years. Student transcripts will be stored electronically permanently.

Transcript Request

Students needing transcripts will have to request transcripts in writing. The transcripts contain information about modules taken by the student, corresponding grades, and any awards the student has received. The student can have the school send transcripts to another institution or pick up the transcripts themselves. Note that official transcripts come in a sealed envelope and become void if the envelope is opened by the student. There is a fee to request transcripts. Please see the fee schedule contained in this catalog.

Right to Privacy

GDS Institute complies with the provision of the Family Educational Rights and Privacy Act of 1974. The confidentiality of student records is strictly enforced. The law allows a student or their guardian to review the student's record and challenge any information the student or their guardian believes to be inaccurate or misleading. A student or their guardian may review the student's record by making a written request to the School President. Any challenge to information held within the record must be in writing and should be supported with documentation.

Additionally, GDS Institute will not share the student's information with anyone other than the following:

- 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;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- An individual or organization, deemed by the School President to have a legitimate need

If a student disagrees with the School Presidents findings they may contact the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or Council on Occupational Education 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350 (770) 396-3898 with any concerns regarding their student record.

Graduation Requirement

A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving the minimum passing grade, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program . Minimum passing grade information is available in the grading system section of this catalog.

Program Duration

GDS Institute has adopted the Clock Hour System. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work.

Class Size

The student to instructor ratio will be limited to 30:1 for classroom, clinical and practicum instruction. Individual programs of study may require a minimum number of students enrolled to begin. Minimum student information is available from the School President.

Schedule of Classes

GDS Institute maintains a schedule of classes detailing the beginning and ending dates for its programs of study. The institutes schedule of classes is revised throughout the year. Classes are scheduled to meet student and employer needs. The schedule of classes is available through the admissions department. Prospective students should inquire with their admissions representative as to when the next class session is scheduled to start.

Changes to a Program of Study

GDS Institute, without prior notice to students, may change or modify the curriculum, change or substitute instructors, change or modify instructional materials and instructional methods, or change, modify or increase tuition or fees in order to maintain and update the instructional programs. These changes and/or modifications will not diminish in any manner the value of the instructional program and may require prior notification and/or approval by the Bureau for Private Postsecondary Education, COE, or another licensing body. Any changes in tuition and fees will not affect attending or enrolled students.

Financial Policies

Tuition and Fee Payment Policy

All educational charges are due and payable as indicated in the enrollment agreement. GDS Institute may require a minimum deposit or an agreement of payment at the time of enrollment in order to guarantee placement in a specific cohort. Programs with a standard length of less than four months may require payment in full of all educational charges on the first day of instruction. Programs with a standard length of four months or more may not require more than four months of advance payment of educational charges: educational charges may be due and payable upon the students completion of 50% of the total clock hours indicated on the enrollment agreement.

At the student's option, GDS Institute may accept payment in full for tuition and fees', including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement

Students are responsible for purchasing all books, materials and supplies, and paying for any fees required for training. If the institute accepts a payment plan the student is responsible for making payments stated there in. If a student falls behind on their payments, a suspension may occur until the student becomes current or a new payment plan is accepted. Students are responsible to make certain that any third party who has agreed to pay for the student's training has made the appropriate arrangements to guarantee payment of their tuition and other training expense balance prior to graduation.

Educational charges are payable via cash, credit card, check, or money order. All checks and money orders must be made payable to GDS Institute. Payments can be made during normal operating hours with the administration office. A \$25 fee will be charged for all returned checks. Students who have had a check returned will be required to make future payments in cash or with a money order.

Students may not be allowed to graduate with unpaid balances. In addition the institute may deny further enrollment, refuse to release transcripts, and refuse to release information to potential employers or eligible third parties until all financial obligations have been met. A student's failure to meet their financial obligations may result in termination. Students who have been terminated due to a failure to meet their financial obligations are ineligible to re-enroll until all previous financial obligations have been met. A Student with a past due balance may be referred to a collection department or agency; payment may be sought in accordance with State of California debt collection regulations.

Tuition and Fee Schedule

Tuition Chart

Program Title	TUITION	Registration	Textbook	STRF	TOTAL CHARGES Enrollment Period	TOTAL CHARGES Entire Period
Administrative Office Assistant	\$9000	\$100	\$130	\$0.00	\$9230	\$9230
Human Resources Administrator	\$9000	\$100	\$130	\$0.00	\$9230	\$9230
Light Auto Mechanics	\$9000	\$100	\$130	\$0.00	\$9230	\$9230

Fee Chart

Fee Title	Amount
Transcript Fee	\$10
Replacement Badge Fee	\$10
Returned Check Fee	\$25

Financial Assistance

GDS Institute offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. The Institute participates in several types of Title IV programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The Institute's Financial Aid Officer uses this information to determine students' eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, official IRS Tax Transcripts. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Federal and state grants and loans will be disbursed onto student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS loan). Students may elect to have credit balances retained on their account to cover future charges in the same academic year. Federal Work Study earnings will be paid directly to the student via check on a biweekly basis for actual hours worked.

Government guaranteed loans can be an important part of financing educational expenses. When students must borrow funds to finance their education, the Institute provides all students with information to assist them in managing their loan(s) effectively. Confidential loan counseling is available upon request.

GDS Institute may extend consumer credit to eligible students in the form of a payment plan. The terms and conditions relating to the extension of consumer credit are indicated on the schedule of payments. Consumer credit extended by GDS Institute to eligible students may not exceed the "ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM" identified in the enrollment agreement.

Eligibility for consumer credit is based on the student's willingness and ability to meet the financial commitment indicated in the enrollment agreement. In compliance with the requirements of the Federal Truth In Lending Act consumer credit extended by GDS Institute shall carry Zero interest and shall not extend beyond a period of 12 months.

Students who receive consumer credit from GDS Institute will be charged in accordance with GDS Institute Tuition and Fee Payment Policy. Consumer Credit extended by GDS Institute is due and payable as detailed in the enrollment agreement. Payment of tuition and other training expenses by a third party payer such as WIA, EDD or any other government or non-government agency, is the responsibility of the students. The institute maintains a positive working relationship with these agencies and can assist the student in contacting these agencies to determine the student's eligibility.

Funding through an insurance company for vocational rehabilitation must be managed through the specific counselor, insurance company and the student.

In all cases, students must sign an enrollment agreement and is responsible for ensuring that these agencies follow through on their payment obligations. Refunds for student enrolled in programs paid by third party agencies will be sent to the agency and not to the student.

If a student obtains a loan to pay in full or a portion of the training cost, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund received from the institute and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If a student is eligible for or elects a loan guaranteed by the federal or state government and they default on the loan, both of the following may occur:

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

Financial Aid Unit of Credit

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For non-degree programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 25 contact hours of instruction which includes outside preparations (example: homework). For degree programs, the units are based on total academic credits in the program. Students may obtain additional information regarding financial aid credit units from the Financial Aid Office on campus.

Financial Aid Eligibility Requirements

To be eligible for financial aid, a student must:

- Be a citizen of the United States or an eligible permanent resident;
- Be enrolled in an eligible program;
- Be making satisfactory academic progress toward graduation;

- Be a high school graduate or the equivalent or have established eligibility via the passage of a nationally recognized Ability-To-Benefit test prior to July 1, 2012;
- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution;
- And have completed U.S. Selective Service requirements, if applicable.

Financial Aid Programs Available

Federal Pell Grant: The Federal PELL Grant program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG): Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

William D. Ford Federal Direct Loan Program: Direct Loan programs are low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. The loan is then sent to the U.S. Department of Education's Common Origination and Disbursement Center (COD) and disbursed to the Institute electronically through the Grant Administration and Payment System (G5). The loans are serviced by the Direct Loan Servicing System. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

Subsidized Direct Loan Federal Subsidized loans are available to students with financial need. Students may borrow up to \$3,500 for their first academic year at a fixed interest rate which is established annually by the U.S. Department of Education. Current interest rates can be found at <https://studentloans.gov>. The interest is paid by the federal government while students are in school. Interest begins accruing at the time students cease enrollment or fail to carry at least one-half the normal full-time University workload. Regular payments begin six (6) months after students cease enrollment or fail to carry at least one-half the normal full-time University workload.

Unsubsidized Direct Loan Unsubsidized direct loans are available for students to borrow for education costs. Independent undergraduate students can borrow up to \$9,500 for their first academic year, at a fixed interest rate which is established annually by the U.S. Department of Education. Current interest rates can be found at <https://studentloans.gov>. With the exception of demonstrating financial need, Unsubsidized Loan borrowers must meet all eligibility criteria of the Federal Subsidized Loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or fail to carry at least one-half the normal full-time school workload. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six months after students cease enrollment or fail to carry at least one-half the normal full-time school workload.

Direct Parent Loan for Undergraduate Students (PLUS) Federal Parent Loans for Undergraduate Students provide additional funds for parents to help pay for students' educational expenses. Parents must pass a credit check, or have a credit-worthy endorser. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at <https://studentloans.gov>.

Veterans' Education Benefits: GDS Institute programs are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans' Education Benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If you withdraw, a refund calculation will be completed and a refund of non-federal aid funds may be provided to you.

Student Tuition Recovery Fund

"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."

"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."

Cancellation Policy

A student has the right to cancel their enrollment agreement for a program including any equipment such as books, materials and supplies or any other goods related to the instruction offered in their enrollment agreement, on the first day of attending class or until midnight on the seventh calendar day after enrollment, whichever is later.

Cancellation shall occur when a student gives written notice of cancellation at the address of GDS Institute shown on the top of the front page of their enrollment agreement. Student's can do this by certified mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation not need to take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the student has received any equipment, including books or other materials, they must return it to the Institute within 30 days following the date of their notice of cancellation. If a student fails to return this equipment, including books, or other materials, in reusable undamaged condition within the 30-day period, the institute may deduct its documented cost for the equipment from any refund that may be due to the student. Upon paying for the equipment it is the students to keep, without further obligation.

If a student cancels their enrollment agreement on the first day of attending class or by midnight on the seventh calendar day after enrollment, whichever is later, GDS Institute will refund any money that the student paid, less any non-refundable fees, if applicable, not to exceed \$250.00 within 45 days of the students notice of cancellation being received.

In the event that GDS Institute cancels a class, the school will try to accommodate the student by placing them in another class if the student's schedule permits. If the student cannot be placed in another class, then the refund policy concerning class cancellation found below will be applied.

Refund Policy

GDS Institute applies a 60% pro rata refund calculation for students who withdraw from their training before completing their program. Under a 60% pro rata refund calculation, GDS Institute will retain only the percentage of charges proportional to the program completed up to 60% or less by the student. After completing more than 60% of the program, GDS Institute will retain 100% of the charges for the enrollment period.

If at the time of a documented withdrawal from the Institute a student has completed less than 60% of a program, a student will be entitled to a refund within 45 days if the amount they have paid is greater than the amount they owe for non refundable fees, educational services rendered and for the documented cost of un-returned, damaged, or non reusable equipment. If the amount the student owes is greater than the amount the student has already paid, then the student must make arrangements to pay it.

A student's prorated refund will be calculated by taking the total the student has paid, less the sum of: non-refundable fees plus the cost of any services provided plus the documented cost of un-returned,

damaged, or non reusable equipment plus the product of the rate of instruction multiplied by the number of hours the student attended. The rate of instruction will be the quotient of dividing the total tuition contracted by the total number of clock hours contracted.

If the proceeds of a loan or financial aid were used to pay for training the refund will be made to that source, up to the amount of disbursement. Any additional amount will be returned to the student.

A student will be liable for the amount, if any, by which the amount of non-refundable fees, educational services rendered and the documented cost of un-returned, damaged or non reusable equipment exceeds the total of all payments. The documented cost of the equipment and services may be less than the amount charged, or the amount the Institute has listed in the enrollment agreement. In any event, students will never be charged for more than the amount stated in their enrollment agreement.

If the Institute has collected any money from a student for transmittal, on the student's behalf, to a third party for a bond, library usage, or fees for a license, application, or examination and the Institute has not paid the money to the third party at the time of the student's withdrawal or cancellation, the Institute will refund the money to the student within 45 days of the student's withdrawal or cancellation. A student will be liable for any amount of money that has been transmitted to a third party on the student's behalf.

For the purpose of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this catalog.

In the event that a class is canceled before a student begins class or while the student is taking class, GDS Institute will refund all money that the student paid or to the third party that paid on the student's behalf within 45 days of the date of the cancellation of class.

Return of Title IV Funds Policy

Effective 10/7/2000, all financial aid (Title IV) recipients who withdraw and have completed 60 percent or less of the payment period for which they have been charged are subject to the new federal refund regulations per 34 CFR 668, 682 and 685, published November 1, 1999.

If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed or insured by the state or federal government and the student defaults on the loan:

- The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
- The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the Institute must calculate the following:

1. To determine the percentage of the payment period completed, the number of days* completed in the payment period is divided by the total days* in the payment period. (if VN or DA, the number of hours scheduled through the last date of attendance in the payment period is divided by the total hours in the payment period) *Days = calendar days for purposes of this formula, and therefore include

weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.

2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. The Institute will return the lesser of the total earned aid or the unearned institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
 - Unsubsidized Direct Loan Program
 - Subsidized Direct Loan Program
 - Direct PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- Federal Pell Grant Program
- Other assistance awarded under this title for which return of funds is required

Note: After the Institute has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back as per the terms of the borrower's promissory note.

For additional guidance or information regarding the Return of Title IV Funds policies and rules or for questions regarding any financial aid matter, please contact the Institute's Financial Aid Office.

Federal Refund Requirements vs State Refund Requirements

In addition to the Return of Title IV requirements for federal financial aid recipients, the Institute is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case, the Institute and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to the Institute.

Reimbursement to Veterans and Eligible Persons

For information or for resolution of specific payment problems, Veterans should call the DVA nationwide toll free number at 1-800-827-1000.

Student Services

Student Advisement

GDS Institute is committed to having faculty and staff available to assist students during office hours. Instructors are available before and after class and students are encouraged to discuss any academic concerns with their instructor. If a student feels their academic concerns have not been addressed they should schedule a meeting with the CAO to review their progress and make recommendations.

The institute may provide tutoring for students having academic difficulties. Tutoring sessions will take place outside of scheduled class times and will be lead by experienced faculty or staff. GDS Institute's faculty members are trained to recognized student's needs, however, students are asked to step forward and ask for assistance if at any time they need it.

Drug & Alcohol Abuse Prevention

Faculty, staff and students have a responsibility to act on concerns regarding alcohol or drug abuse or dependency. Students who need counseling assistance for drug or alcohol dependency should contact the CAO or School President for referrals. All referrals will be kept confidential. Information on drug abuse prevention is available for all students, faculty and staff.

Faculty are obligated to take immediate action if a student involved in a program is suspected, based on evidence, of being under the influence of drugs or alcohol. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be immediately removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, School President will be informed and will determine what actions need to be taken. Drugs or alcohol screening may be required. The student is to give consent for such the screening and for the results to be made available to the Institute.

Security & Safety

Students are responsible for their own security and safety and must be considerate of the security and safety of others. GDS Institute is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical, practicum, or externship sites, or during any institute activities. Students should immediately report any medical, criminal, or other emergency occurring on campus to the nearest Staff or Faculty member. Upon receipt of any report of a medical or criminal emergency, Faculty or Staff will contact medical emergency or security professionals, as needed. Students are encouraged to promptly and accurately report all emergencies to Institute Faculty or Staff.

Health Safety Policy

GDS Institute is committed to provide its students, faculty and staff with a secure and safe environment. All campus facilities comply with the requirements of all applicable regulatory agencies. Students may be required to complete certain health and safety requirements according to individual program needs. Specific programs may have medical requirements that must be met. Any documentation required to ensure a student's safety will be recorded on the student file.

Housing and Transportation

GDS Institute does not maintain any form of housing for its students. The institute assumes no responsibility for student housing.

GDS Institute is located in a suburban community with residential housing available in its immediate vicinity. A recent Internet search found rental housing available for monthly rents ranging from \$875.00 to \$2,200.00. Students are responsible for the arrangement of such housing on their own.

Public transportation is available with stops located close to the campus. The local transportation system has vocational student passes available at a weekly or monthly rate. Schedule and rates information can be obtained at the local transportation offices and their web pages.

Free daily parking is available at the campus. Students are responsible for observing parking regulations and signs and for parking costs associated with use of an automobile. GDS Institute is not responsible for damage or theft to or from students' vehicles.

GDS Institute is not responsible for transportation to and from classroom, clinical, externship or practicum sites.

Library and Reference Materials

GDS Institute maintains a number of reference books and other pertinent publications for use of students and faculty. Reference materials are housed at the campus. In addition, the Institute is able to provide students and faculty with access and instruction to online reference materials such as the directory of open access journals, Wikibooks, and Wikiversity. Students and faculty may access materials from nearby public libraries such as the Los Angeles City and County libraries. Instructions on how to access online reference materials and using the public library systems is available from the registrar. Additional access to learning material can be coordinated through the student services office.

Career Services

Getting a job is the main purpose of vocational education. GDS Institute's career services are aimed at assisting graduates in finding employment. The institute can not guarantee employment, income level, or work schedule. The career services team will prepare students for the job search process. This may include interview tips and techniques, resume preparation, employment application instructions, what documents are required, maintaining a professional image, interview follow up, and the importance of punctuality. Students are encouraged to take full advantage of the career services process to ensure they feel comfortable and are prepared to find employment.

GDS Institute has a long history of working with employers to fill positions in their organizations. As such, the institute will provide students with verified job leads and assist them in scheduling interviews. Graduates are expected to keep these appointments and arrive prepared. While the career services department makes every effort to assist graduates in securing employment it also believes that graduates should individually seek employment opportunities as well.

Authorization and Release For Use Of Likeness

Upon enrollment students give authorization to participate in advertisements, promotional and sales materials, written, electronic and internet materials, videos and programs, in any and all mediums of publication undertaken, produced and distributed by GDS Institute which may, without limitation, include publicity and promotion of GDS Institute. Students understand my likeness may be copied and distributed by means of various media, including, without limitation, photo, video presentations, news, bulletins, mail outs, signs, brochures, websites, handbooks, training manuals or newspapers.

Upon enrollment students hereby release GDS Institute and their respective parents, affiliated companies, directors, officers, employees, representatives and agents from any liability whatsoever for any claims, costs, injuries, losses, or damages of any kind.

Program Offerings

Administrative Office Assistant

The Administrative office Assistant program is designed to offer the individual with no previous computer skills, , from the young person just out of high school, to the older person looking to acquire the training necessary to move confidently in to the office environment. This program provides the basic computer, and office skills required to apply for, and obtain office positions ranging from Administrative Office Assistant to Clerk Typist, Secretary, Computer Operator, Receptionists and other office employment requiring basic computer and communications skills.

Module	Subject	Clock Hours
I	Introduction to Office Machines	10
II	Typing & Data Entry	150
III	Organizational Systems	20
IV	Word Processing And Document Preparation	60
V	Spreadsheets	40
VI	Bookkeeping	40
VII	Databases	40
VIII	Professional Communication	40
IX	Emails & Internet research	40
X	Business Presentations	150
XI	Networking & Marketing	150
XII	Externship	160

The Administrative Office Assistant Program includes 740 hours weeks of class instruction plus an Externship of 160 hours in length. The total length of the program is 30 weeks at 900 clock hours.

Graduation Requirements: A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 70% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.

Employment may be found in the following Occupations	
SOC Code	Occupation
43-6011	Executive Secretaries and Executive Administrative Assistants
43-6014	Secretaries and Administrative Assistants

Class Schedule				
Session	Days of Instruction	Class Hours	# of Weeks	Total Clock Hours
Morning Session	Monday – Friday	9 a.m.- 3 p.m.	30	900
Afternoon Session	Monday – Friday	5 p.m.- 11 p.m.	30	900
Weekend Session	Saturday and Sunday	7 a.m. -3 p.m.	54	900

Human Resources Administrator

The Human Resources program will prepare individuals for employment in a Entry Level role with a Human Resources Department, or assisting an office manager. Topics will include recruiting and talent acquisition techniques, Managing Employee Benefits, Laws & regulations relating to employment, Payroll systems, and Improving your workforce.

Module	Subject	Clock Hours
I	Human Resource Functions & Systems	60
II	Working with others	18
III	Organizational Communication	60
IV	Corporate Environment's & Business	30
V	Labor & Employment Law	60
VI	Compensation & Payroll Systems	90
VII	Talent Acquisition	90
VIII	Developing your workforce	60
IX	Guiding Management & Supervision	30
X	Human Resource as a Consultant	60
XI	Crisis & Change Management	60
XII	Ethics as a Human resource	30
XIII	Creating Internship Opportunities	12
XIV	Externship	240

The Human Resources Administrator Program includes 660 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the program is 30 weeks at 900 clock hours.

Graduation Requirements: A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 70% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.

Employment may be found in the following Occupations	
SOC Code	Occupation
11-3111	Compensation and Benefits Managers
11-3121	Human Resources Managers
11-3131	Training and Development Managers
13-1071	Human Resources Specialists
13-1075	Labor Relations Specialists
13-1141	Compensation, Benefits, and Job Analysis Specialists
13-1151	Training and Development Specialists

Class Schedule				
Session	Days of Instruction	Class Hours	# of Weeks	Total Clock Hours
Morning Session	Monday – Friday	9 a.m.- 3 p.m.	30	900
Afternoon Session	Monday – Friday	5 p.m.- 11 p.m.	30	900

Light Auto Mechanics

The Light Auto Mechanics program is designed to teach the field of automotive mechanics. The student will be immersed in the function of all systems required to make an automobile operate properly, how to diagnose those systems and to repair them in case of malfunction.

Module	Subject	Clock Hours
I	Automotive Service Technology	72
II	Suspension and Steering	75
III	Brake Systems	81
IV	Electrical/Electronic Systems	84
V	Audio Systems	6
VI	Engine Repair	48
VII	Engine Performance	60
VIII	Automatic Transmission/Transaxel	30
IX	Manual Drivetrain	66
X	Heating and Air Conditioning	24
XI	Maintenance and Light Repair	24
XII	Customer Service	90
XIII	Externship	240

The Light Auto Mechanics Program includes 660 hours weeks of class instruction plus an Externship of 240 hours in length. The total length of the program is 30 weeks at 900 clock hours.

Graduation Requirements: A student must attend class for the required number clock hours, successfully complete all class assignments, modules, and examinations achieving at minimum a grade of 70% or pass, and fulfill all financial obligations, prior to receiving a certificate of completion attesting to the successful completion of the program of study.

Employment may be found in the following Occupations	
SOC Code	Occupation
49-3020	Automotive Technicians and Repairers
49-3023	Automotive Service Technicians and Mechanics

Class Schedule				
Session	Days of Instruction	Class Hours	# of Weeks	Total Clock Hours
Morning Session	Monday – Friday	7 a.m.- 1 p.m.	30	900
Afternoon Session	Monday – Friday	4 p.m.- 10 p.m.	30	900
Weekend Session	Saturday and Sunday	7 a.m. -3 p.m.	54	900

Catalog Addendum

Please note that this catalog is not considered complete unless the appropriate addenda (if applicable) are included. An addendum may include items such as updated tuition, book costs, charges and specific state requirement not mentioned in the catalog. Although every effort has been made to ensure the accuracy of information included in this catalog, revisions may occur after publication. Please refer to the catalog addendum for more information.