



SCHOOL CATALOG

January 1, 2017 – December 31, 2017

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WELCOME TO ALLIANCE CAREER TRAINING SCHOOLS

Beginning a new career is challenging, but with determination, desire, and dedication you can be successful. The entire staff at Alliance Career Training Schools is dedicated to providing the skills, support and encouragement you need to make that happen. Your success is our goal.

Alliance Career Training Schools is a privately-owned institution operating under the approval of the California Bureau of Private Postsecondary Education. (This does not imply that the Bureau endorses our programs, or that the Bureau approval means that Alliance exceeds minimum state standards.) We employ the best instructors available. They are not only highly knowledgeable in their fields, but dedicated to helping you achieve your goals. We keep our classes small to ensure that every student receives the help and attention he or she needs. Our entire staff, from the person who greets you at the front door to the owners are here for one purpose: to help you.

We have created this catalog to give you the opportunity to learn more about the school, to understand what you should expect from our faculty and staff, and what we expect of you. 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. It's important that you review this information and bring any questions to your orientation. This catalog is updated annually in December and as requested by the State of California.

A copy of the School Catalog is e-mailed to students, prospective students and the general public on request or view or download by visiting the school's website www.AllianceCareerSchools.com. You may also request a printed copy of the catalog when you visit the school in person.

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 California, 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818. Information may also be found on the BPPE website at www.bppe.ca.gov/. By telephone: (916) 431-6959 or Toll Free: (888) 370-7589. Main Fax: (916) 263-1897.

MISSION STATEMENT

The mission of Alliance Career Training Schools is to provide high quality career training that prepares students to be a job-ready workforce that adds to the economic vitality of the state of California. Alliance aspires to effectively educate, train and provide unemployed and underemployed individuals with the necessary skill sets and resources to meet the workforce needs of hiring employers. Alliance's professional instructors provide classroom instruction in accounting, QuickBooks, IT networking and support, and Microsoft Office products to allow students to gain employment in bookkeeping, computer hardware and software fields, office administration and other related jobs. Alliance will track the Workforce Investment Board's (WIB) directives and, over time, adjust curriculum to meet the employment needs of the community, so students can develop intellectual, analytical and critical abilities, and marketable job-ready skills needed to obtain in-demand jobs. In the process of developing these skills and abilities, Alliance will foster values such as integrity, teamwork and a commitment to the pursuit of lifelong learning.

OBJECTIVES

Alliance Career Training Schools aspires to fulfill its mission by, among other things:

- Maintaining a faculty of mature, competent and experienced industry professionals who: (a) possess superior job-related knowledge; (b) have both the skills in and an enthusiasm for teaching; and (c) have a sensitivity and concern for students and their progress.
- Developing students' technical skills in hardware, software and accounting to be workforce-ready through the use of current curriculum and up-to-date equipment.
- Preparing students to compete for jobs in today's and future work environments by equipping students with appropriate social skills and soft skills, including teaching values such as integrity, teamwork and a commitment to continual growth and lifelong learning.
- Requiring classrooms to have a work-like atmosphere, including mandating that students start work on time and wear appropriate work attire.
- Developing curriculum devoted to job-related topics and tasks that focus students on their areas of interest.
- Providing job search tips and job listings, and assisting students in their job searches.
- Maintaining a student database to track success levels for BPPE-required Annual Reports, Performance Fact Sheets and student job placement histories.
- Equipping students, in the shortest amount of time, with the knowledge and employable skill sets so they can gain respect, success, and the ability to get and keep jobs in their chosen fields.

STUDENT SERVICES

All classes and student services are currently offered at our Salinas location: 333 Abbott Street, Suite B, Salinas, CA 93901. Students needing extra computer time or instructor assistance may make arrangements through the front desk to use an available workstation outside their normal class hours.

There are usually workstations available during regular business hours. All of our staff is happy to assist students. However, since attendance can vary, it's suggested that students call ahead if they haven't made prior arrangements.

In addition to staff assistance and textbooks, we maintain in each classroom a library of reference books readily available to the students to be used in the classroom only during regular hours of operation and, of course, information is also available on the Internet. All of our classrooms have Internet access for the students to use. Each student is given a unique log in and password which will allow access to the internet during open business hours.

CERTIFICATION TESTING

Alliance is an Authorized PearsonVue Testing Center, allowing students to take certification tests in a familiar environment.

JOB BOARDS

Job Boards are maintained with listings of current job opportunities, staffing agencies, and job search tips.

JOB FAIRS

We encourage students to attend job fairs to meet employers, practice networking skills and distribute their resumes.

JOB SEARCH

Students will attend a workshop to learn how to write an effective resume and compelling cover letters that will highlight newly developed skills and reflect the advantages of previous job experience. The Alliance team will work with each student to create a professional document to help them get interviews. Additionally, students will participate in mock interviews to prepare for re-entry into the labor force.

In addition to helping students prepare to find jobs, the Job Placement Coordinator will maintain contact with local placement agencies, the area One Stop offices, Shoreline Workforce Development, and the Human Resources departments at various companies in order to know the current job market and maintain relationships and will assist graduates in arranging interviews.

ADMISSIONS POLICIES

Students must have a minimum of a high school diploma or General Education Diploma (GED). Students must also be able to read, write and comprehend instruction at a high school graduate level in English. Alliance Career Training Schools does not accept or use the Ability to benefit test for its training programs. Alliance does not accept credits earned at other institutions nor are any credits for training at Alliance transferable to other institutions. Alliance has not entered into any articulation or transfer agreement with any other institution.

Students must be proficient in written and spoken English. All classes and study materials are in English and it is necessary that students be able to read all materials used in the course as well as understand and successfully interact with the instructor and other students.

There is no credit awarded for prior experiential learning. Students desiring a course with class-specific prerequisites will be tested on those prerequisites only to ensure each student is entering the course at the level most beneficial for preparing them for future employment. There are no costs involved in this testing, which will be scheduled during regular business hours at the student's convenience.

INSTRUCTIONAL METHODS

HANDS-ON INSTRUCTOR-LED TRAINING



Our professional, certified instructors use hands-on training to prepare students to use their training on the job. Each student is assigned a computer workstation for the duration of their program. Instructors participate in continuing education and are evaluated by students to help maintain our quality of training.

Alliance Career Training Schools offers traditional instructor-led training, self-paced training and, in special circumstances, web-based training. Alliance does not currently offer distance education.

There are no English language services available, and no instruction will occur in a language other than English. We do not provide visa services, nor will the institution vouch for students' status.

COURSE HOURS

Currently Alliance Career Training Schools courses are available during the weekdays between 8:30 and 4:30. Morning classes meet from 8:30-12:30 and afternoon classes from 12:30 - 4:30. More hours may be added if there is sufficient demand for evening and/or weekend classes.

Breaks

Students attending a half-day course will receive a 15-minute break approximately half way through their class.

CAREER TRAINING PROGRAMS

CompTIA A+ TRAINING PROGRAM



General Course Description

The A+ Certification Program, sponsored by CompTIA (The Computing Technology Industry Association), is designed to increase the knowledge and technical competency of entry-level computer service technicians. It is the common starting place for students wishing to start a career in IT. The A+ certification program provides valuable industry-recognized knowledge that opens doors with prospective employers and can lead to opportunities for career advancement. CompTIA certifications are supported by major computer hardware and software vendors, distributors, resellers, and publications.

Prerequisites

Students should have a general working knowledge of personal computers and Microsoft Office.

Duration: 16 weeks (320 instructional hours)

Cost: \$3,495

Acquired Skills

Course instruction in PC hardware and Operating Systems prepares students to be successful as entry-level computer service technicians. The A+ certification training will teach you to troubleshoot, install programs, and master problem-solving skills. You will learn about hardware such as CPUs, memory, storage media, network interface cards and peripherals. You will be able to troubleshoot hardware and software problems, configure computer systems for peak performance, build computers, and install or upgrade operating systems and software. Licensure-none

Requirements for Completion

Student must have a minimum of 80% course attendance and have satisfactorily completed a minimum of 80% of the class material, as well as achieve a grade of 80% or better to be awarded a certificate. Students will have the opportunity to take the CompTIA tests (currently 220-901 and 220-902), though this is not a requirement for completion. There are no internship or externship requirements.

CompTIA NETWORK + TRAINING PROGRAM



General Course Description

This course is designed to prepare students for CompTIA's Network+ Exam N10-006. Earning the Network+ Certification means that students have the knowledge needed to use and maintain a wide range of network technologies. From this exam, students often move on to more advanced certifications, including Microsoft's Certified Desktop Support Technician, MCSA, or MCSE.

Prerequisites

Students should have a general working knowledge of personal computers, and have taken the following courses or have equivalent experience: Windows, and A+ Certification.

Duration: 10 Weeks (200 Instructional Hours)

Cost: \$2,495

Acquired Skills

Upon successful completion of this course, students will be able to:

- Describe basic networking and identify different networking models.
- Describe the basics of data movement, physical media, and network connectivity devices.
- Use the OSI model and understand Ethernet, Token Ring, FDDI, and wireless networks.
- Discover TCP/IP services.
- Understand older network protocols still used today, such as IPX/SPX, AppleTalk, Apple Open Transport, and IPv6.
- Distinguish the different methods used to connect networks together through the public carrier services.

Requirements for Completion

Student must have a minimum of 80% course attendance and have satisfactorily completed a minimum of 80% of the class material, as well as taken a MeasureUp examination at the end of training, on which they achieve a grade of 80% or better to be awarded a certificate. Students will have the opportunity to take the CompTIA tests (currently N10-006), though this is not a requirement for completion. There are no internship or externship requirements. Licensure – none

MICROSOFT OFFICE BASICS TRAINING PROGRAM



General Course Description

This course is designed for students who have little or no computer background. It will provide knowledge of the Microsoft® Windows environment, as well as the hands-on ability to navigate within Windows. Students will come away with basic abilities in the other popular Microsoft Office applications Word, Excel, Outlook, and Publisher.

Prerequisites: None

Duration: 9 Weeks (180 Instructional Hours)

Cost: \$2,495

Acquired Skills

This program is designed to give students the computer skills needed for positions that require a basic knowledge of Microsoft Office. Regardless of what your primary skills may be, from forklift operator to department manager, nearly all employers have the expectation that applicants have some familiarity with Word, Excel and Outlook, as well as Windows and Internet use.

Licensure - none

Course Content

Windows

Word Basics

Publisher

Introduction to the Internet

Excel Basics

Outlook

Introduction to Office

Typing

Requirements for Completion

Student must have a minimum of 80% course attendance and have satisfactorily completed a minimum of 80% of the class material, as well as taken a final examination and scoring at least 80% in order to receive a Certificate of Completion. There are no required internships or externships for this program.

ADVANCED MICROSOFT OFFICE TRAINING PROGRAM



General Course Description

This program teaches advanced computer skills for students who would like to work in a professional office environment, but wish to upgrade their skill levels. This program is designed for students who have experience with Microsoft Office or some of its components, but want to move into more complex functionality of some of the software. The emphasis of the curriculum is on job skills using advanced functions of Microsoft Word & Excel, plus PowerPoint and Access. The course is instructor-led and includes hands-on exercises, practice tests, and optional typing instruction.

Prerequisites

Students should have a general working knowledge of personal computers and experience using Microsoft Office.

Duration: 9 weeks (180 instructional hours)

Cost: \$2,495

Acquired Skills

Students will learn valuable computer skills to prepare themselves for success in a variety of office positions. They will learn multiple software programs and how these programs work together to accomplish job-related projects. Students who successfully complete this program will often have skills superior to those of many office workers who have used computers for years, but who have never had the opportunity to take an intensive training program like this one. Licensure - none

Course Content

Word Excel Typing

PowerPoint - Basic/intermediate functions

Access - Database base

Requirements for Completion

Student must have a minimum of 80% course attendance and have satisfactorily completed a minimum of 80% of the class material, as well as taken a final examination and scoring at least 80% in order to receive a Certificate of Completion. There are no required internships or externships for this program.

ACCOUNTING 101 WITH QUICKBOOKS TRAINING PROGRAM

General Course Description

This program is designed to prepare students for a career in general office accounting. In addition to the core skills learned in QuickBooks and Basic Fundamentals of Accounting, this program adds 2 weeks to brush-up Microsoft Office skills that might be necessary in their chosen career fields: Word, Excel and Outlook.

Prerequisites

Basic computer skills are required. This course is designed for students who have had some experience using Microsoft Office programs Word, Excel and Outlook and are looking for training on the Bookkeeping side of business, including the use of QuickBooks

Duration: 10 Weeks (200 Instructional Hours)

Cost: \$2,495

Acquired Skills

This program is designed to prepare students for a career in Basic Bookkeeping or as an Accounting Assistant. In addition to training in QuickBooks and Accounting principles including invoicing, accounts payable, accounts receivable, financial planning, tracking accounts, organizing receipts, and financial reports. Licensure - none

Course Content

QuickBooks levels I & II

Accounting Fundamentals

Requirements for Completion

Student must have a minimum of 80% course attendance and have satisfactorily completed a minimum of 80% of the class material, as well as taking a final examination and scoring at least 80% in order to receive a Certificate of Completion. Students will have the opportunity to take the Intuit QuickBooks Certified User test to enhance their sale ability in the job market. There are no required internships or extern-ships for this program.

GENERAL INFORMATION AND POLICIES

NON-DISCRIMINATION POLICY

Alliance Career Training Schools is committed to providing a learning environment that is free of discrimination. Equal opportunity will be extended to all persons in all aspects of our Program. Alliance will not discriminate against a student because of race, color, religion, sex, sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability, or medical condition. If a student believes they are being discriminated against, they should report the facts of the incident to the Instructor, their Education Consultant, or the Director of Operations or the General Manager in writing (see Grievance Procedures)

DRUG FREE CAMPUS

In accordance with the Drug-Free Schools and Communities Act, Public Law 101-226, Alliance Career Training Schools is a drug and alcohol free school. Student use of alcohol or the manufacture, distribution, dispensing, or use of a controlled substance on school property, or while participating in school related activities, is prohibited. Students who violate this policy are subject to disciplinary action, which could include termination from the program. A detailed copy of this policy is provided to all current students.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Alliance Career Training Schools is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Microsoft Office Basics Training Program, Advanced Microsoft Office Training Program, Accounting 101 with QuickBooks Training Program, CompTIA A+ Training Program or CompTIA Network+ Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Alliance Career Training Schools to determine if your certificate will transfer.

STUDENT RECORDS REPORTING AND CONFIDENTIALITY

Students have a right to any and all of their personal records that our school maintains for the sole purpose of monitoring progress during their enrollment at Alliance Career Training Schools. This includes attendance, personal information, and entrance testing results. Alliance is obligated by various government regulatory entities to use the student records as a whole to report performance statistics related to enrollments. Because of the confidentiality of student records, Alliance does not give out student information without proper authorization. The only individuals who have proper authorization without written permission from the student are as follows: Alliance Staff, Authorized BPPE representatives, and the Student.

If a student wishes a printout of their transcript, they will need to visit the school in person and fill out a REQUEST FOR STUDENT RECORD FORM. The student will also need to return in person in order to pick up a copy of their transcript. The school does not mail any transcripts or certifications directly to the student.

STUDENT RECORDS RETENTION POLICIES

Alliance Career Training Schools will maintain and store all records for each student who enters into a training program, whether or not the student completes the educational service, forever in compliance with BPPE requirements. Student records will be organized alphabetically and retrievable by the student's last name, then first name. Academic and financial records will be maintained together in the same file.

LOCATION & FACILITIES

Alliance Career Training Schools is located at 333B Abbott Street, Salinas, CA 93901. The facility includes three classrooms, each with desks, computers, and software appropriate to the programs offered. The computers are well-maintained and equipped with up-to-date software currently being used by businesses in the area. The software is updated regularly as technology and demand call for.

All classrooms include an instructor work station/computer, a projector for the instructor computer, projection screen, white board and/or smart board.

Classrooms have a personal PC for each student. The PC's are Dell Intel based towers with Windows 7 and a full complement of software packages which will support every class we offer. Each PC is loaded with the current Microsoft Office Suite with Word, Excel, Outlook, Power Point, Access, SharePoint, One Note and Publisher. Each PC is also installed with Adobe Creative Suite, up-to-date QuickBooks Pro, Crystal reports and all other necessary software tools.

Each PC is fully equipped with monitor, keyboard and mouse. All students will have access to a network printer. High speed access to the internet is also included.

In addition to the classrooms, there is one IT lab with work areas, tools, replacement parts, cables, monitors, keyboards, and computers needed for students to have hands-on computer repair experience. The total space for classrooms and lab is approximately 1,100 sq. ft. with access to restrooms and break room.

FACULTY

All of our instructors possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. Each instructor maintains their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching. Instructors and qualifications listed below.

Jose Avalos is Certified Microsoft Office Specialist Master with 9 years of teaching experience with Office Star and over a year of teaching with Alliance Career Training Solutions.

Edward King is Certified in CompTIA+ and Certified CompTIA Network+, With over 7 years of teaching, Edward has 2 years of teaching Computer Software and Operating Systems at San Jose State University, 2 years of teaching professional bookkeepers for Kasavan & Pope CPA firm as a Certified Public Accountant, 2 years of teaching CompTIA A+, CompTIA Network+, and Cisco CCNA Classes at Office Star and over a year of teaching at Alliance Career Training Solutions.

Bill Koresko is Certified CompTIA A+ and Certified CompTIA Network+. He has over 15 years as the Information Technology training manager with Golden State Bulb Growers and over a year of teaching with Alliance Career Training Solutions.

Alex Sanchez is certified Microsoft Office Specialist with 9 years of teaching with Office Star and over a year of teaching at Alliance Career Training Solutions.

Randy Smith is a teacher with over 17 years of experience. He has worked for over 30 years in the business world of high technology and found it exciting and rewarding. A few of his core competencies are Internet Technologies, Web Design and Software Applications to include; Excel, Word, PowerPoint, Outlook, Access and Publisher.

List of faculty members that developed the curriculum for each program.

Microsoft Office Basics Training Program

The curriculum for this program was selected by Alex Sanchez, CAO in conjunction with instructor Jose Avalos, who teaches from resources supplied by Microsoft and a textbook entitled Introductory Microsoft Office 2010 by Pasewark and Pasewark, which is published in the Australia, Brazil, Japan, Korea, Mexico, Singapore, Spain, United Kingdom and the United States.

Advanced Microsoft Office Training Program

The curriculum was selected by Alex Sanchez, CAO in conjunction with instructor Jose Avalos, teaching from resources supplied by Microsoft and a textbook entitled Introductory Microsoft Office 2010 by Pasewark and Pasewark, which is published in the Australia, Brazil, Japan, Korea, Mexico, Singapore, Spain, United Kingdom and the United States.

Accounting 101 with QuickBooks Training Program

The curriculum was selected by Alex Sanchez, CAO in conjunction with instructors Jose Avalos and Edward King, teaching from resources supplied by Intuit, as well as these textbooks: QuickBooks textbooks entitled Get Going With QuickBooks 2015 for Windows and Keep Going With QuickBooks 2015 for Windows by TLR Publishers, which is published in the United States; and Accounting text book entitled E-Z Accounting, which is published by Barron's Educational Series in conjunction with the New York Department of Education.

CompTIA A+ Training Program

The curriculum for this program was developed by CompTIA, an internationally recognized non-profit trade association and the leading provider of vendor-neutral IT certifications. CompTIA develops the certifications that are recognized by governments, businesses and educators worldwide. CompTIA also develops and produces the books and training material that Alliance Career Training Schools uses. The curriculum was selected by Alex Sanchez, CAO in conjunction with instructors Edward King and Bill Koresko.

CompTIA Network+ Training Program

The curriculum for this program was developed by CompTIA, an internationally recognized non-profit trade association; the leading provider of vendor-neutral IT certifications. CompTIA develops the certifications that are recognized by governments, businesses and educators worldwide. CompTIA also develops and produces the books and training material that Alliance Career Training Schools uses. The curriculum was selected by Alex Sanchez, CAO in conjunction with instructors Bill Koresko and Edward King.

Course: CompTIA A+ Training Program					
Instructor(s): Bill Koresko or Edward King					
	Mon	Tues	Wed	Thur	Fri
Session 1	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
Session 2	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30

Course: CompTIA Network+ Training Program					
Instructor(s): Bill Koresko or Edward King					
	Mon	Tues	Wed	Thur	Fri
Session 1	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
Session 2	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30

Course: Microsoft Office Basics Training Program					
Instructor(s): Jose Avalos or Alex Sanchez					
	Mon	Tues	Wed	Thur	Fri
Session 1	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
Session 2	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30

Course: Advanced Microsoft Office Training Program					
Instructor(s): Jose Avalos or Alex Sanchez					
	Mon	Tues	Wed	Thur	Fri
Session 1	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
Session 2	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30

Course: Accounting 101 with QuickBooks Training Program					
Instructor(s): Jose Avalos or Edward King					
	Mon	Tues	Wed	Thur	Fri
Session 1	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30	8:30-12:30
Session 2	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30	12:30-4:30

ENGLISH AS A SECOND LANGUAGE (ESL)

Alliance Career Training Schools does not provide formal English-as-a-Second Language Instruction.

HOUSING INFORMATION

Alliance Career Training Schools is a part-time, non-residential vocational/business education training facility which does not provide or participate in supplying or finding student housing. There are no residential accommodations at or affiliated with our campus. There are several local Hotels and Motels located on South Main Street and John Street, they vary in price from a low of 96.00 a night and up. Availability varies on local events. Monthly rental apartments are available within a 3- mile radius and prices range from \$1,800.00 per month and up.

NOTICE OF STUDENT RIGHTS AND CANCELLATION

1. You may cancel this contract for training without any penalty or obligation and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask your Education Consultant for a sample copy.
2. After the cancellation period, you still have the right to stop your training at any time; and you have the right to receive a refund for the portion of the course you have not yet taken. Your refund rights are described in your contract and dependent upon your funding terms. If you have lost your contract, ask your Education Consultant for a copy of the refund policy.
3. If the school closes before you complete your training, you may be entitled to a refund. Contact the Bureau for Private Post-Secondary Education at the address and telephone number printed below for information.
4. A student or any 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 Web site www.bppe.ca.gov

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833

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(916) 431-6959 or by fax (916) 263-1897

Licensing Fax: (916) 263-1894

Enforcement/STRF/Closed Schools Fax: (916) 263-1896

STUDENT LOANS & FINANCIAL AID

Alliance Career Training Schools is not an accredited Federal Department of Education school and we do not offer any degree programs. Therefore, students cannot use attendance during this program to defer a student loan. As a non-accredited institution, Alliance does not participate in federal and state financial aid programs such as Pell Grants or Student Loans.

For students receiving tuition assistance from any federal or state agency, or any loan program, refunds will be made to the provider of funds as outlined in the Refund Information below, and any remaining refund due will go to the individual. If the refund amount does not cover the amount due the fund provider, and arrangements for the balance of repayment is between the student and the funding source; Alliance is not liable for student financial obligations to a third party other than as described in this document.

REFUND INFORMATION

Each student of an institution has the right to withdraw from a program of instruction at any time. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. For a student withdrawing from or discontinuing the program at any time, registration fees, equipment costs, and book fees are not refunded. Books and/or equipment cannot be returned for a refund. A student may cancel an agreement with no penalty prior to the start date of the first class and 100% refund minus the registration fee will be delivered.

After the commencement of classes, if the student withdraws or is discontinued for any reason, the following applies based on the length of the program, and will be implemented by the school within 30 days. "Discontinuance" is understood to be the last date of recorded attendance or the date the Notice of Withdrawal is submitted to the school.

For a student withdrawing from or discontinuing the program, the tuition charges refunded shall be 100% of the tuition for the program, less registration fees, equipment costs, and book fees.

In accordance with Article 13 of Chapter 8, Division 10 of Title 3 of the California Education Code, students who have completed less than sixty percent (60%) of their program will receive a pro rata refund—less the non-refundable Registration Fee of \$125.00 and fees paid for books and materials—based upon the date the student submits a written Notice of Withdrawal to school officials.

For a student discontinuing the program after 60% completion, the student is entitled to no refund.

Note: Students who have not attended classes for 60 days are not eligible for a refund. If the school discontinues an educational program defined as a series of classes over an extended period of time, Alliance Career Training Schools will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal. If any portion of the tuition was paid from the proceeds of a loan, the refund will be sent to the lender or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid program from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If you obtain a loan to pay for the course of instruction, you will have the responsibility to repay the full remaining amount of the loan plus interest, less the amount of any refund paid to the lending agency by Alliance.

If you are eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:

- (i) The federal or state government or the loan guarantee agency can take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- (ii) You 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.

STUDENT TUITION RECOVERY ACT (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

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 of 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.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, and any other information that documents the monies paid to the school. **Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 or call, (916) 431-6959.**

This agreement is a legally binding instrument when signed by the student and accepted by Alliance Career Training Schools. Signing this agreement acknowledges that you have been given reasonable time to read and understand the entire contents of the forms that you have been given: (a) A catalog including the description of the program course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll, (b) Program Enrollment Agreement, (c) Notice of Cancellation form, (d) Notice of Student Rights, Agreement of intent to seek employment. Immediately upon signing this agreement, you will be given a copy to retain for your records.

Alliance Career Training Schools does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

GRIEVANCE PROCEDURES

If you encounter any problems concerning the education or administration of this program, please contact your Instructor Immediately and state your grievance in writing to allow us to help you. The issue will not be addressed until a written grievance has been submitted to the following Alliance staff:

- 1st level - Your Instructor
- 2nd level - Your Education Consultant
- 3rd level - Director of Operations or Chief Academic Officer
- 4th level - BPPE

If the 1st level staff (Instructor) has not responded to your grievance issue in a satisfactory manner, please proceed to the next level of authority. If you are not satisfied with our assistance and have exhausted all staff levels of the grievance procedure, you may appeal in writing to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896

A student or any 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 www.bppe.ca.gov/.

STUDENT POLICIES

GRADING STANDARDS & POLICY

The content of each course of instruction is designed so that students who exert reasonable effort will achieve the objective for which the course or program is offered. The program grade scale is simply a "pass" or "fail" grade, with a passing grade given to students who have satisfactorily completed a minimum of 80% of the class material. This includes attending scheduled classes, or making up classes when they are missed. Students who do not satisfactorily complete a minimum of 80% of the class material will receive a grade of "fail". A Completion Certificate is granted when a student completes 80% attendance and a post- assessment is completed. A Completion Certificate is not issued when a student is absent more than 20% of the course or does not pass the final exam with a score of 80% or better.

A number of Alliance's training programs offer certification testing. It is not a requirement that a student pass certification tests in order to succeed in their training program, although it is often very helpful in the labor market to have certifications. For this reason, Alliance offers certification exam preparation tools and works with our students individually to increase the likelihood of passing your certification tests.

ATTENDANCE

Alliance Career Training Schools requests that students inform us at least 24 hours in advance if they will be unable to attend a scheduled class for any reason. Should an emergency arise, Alliance Career Training Schools will work with the student to find a future time when the student may make up the class. As we are committed to offering only quality education, we emphasize the necessity of being present for all sessions and that courses require some classes to be taken in sequence. It is, therefore, imperative that students not miss classes, as missed classes may throw the student's course plan off track.

We require students to arrive to class on time. If students arrive more than 30 minutes late, they will not be admitted to class. If a student misses more than 20% of a certified program, a certificate of completion will not be awarded. If an absence or tardy is absolutely necessary, students must notify us by calling the campus on or before the date(s) in question. Accumulation of tardy arrivals and/or absences during a reporting period (as outlined below) may result in Probation or Dismissal from the program.

A Reporting Period = 1 Calendar Month

Absence = 2 or more hours of unattended class time per day, reoccurring tardiness or 3 absences' in a reporting period.

PROGRAM INTERRUPT-EXTENSION POLICY / LEAVE OF ABSENCE / WITHDRAWAL

All written requests for a "Leave of Absence", "Training Extension", or "Reinstatement" will be considered. These are granted to students at the discretion of the School. These interruptions or reinstatements into a program are subject to space availability. Students who interrupt from one class and transfer to the next available class will be responsible for any cost incurred due to any change or upgrade made in course kits or books. If an upgrade occurs, the added cost will be the sole responsibility of the student. Alliance will not incur any of the additional costs.

PROBATION, SUSPENSION AND DISMISSAL POLICY

It is the intention of Alliance to provide the most effective learning and training environment for our students. Therefore, it is imperative that our staff maintains and enforces guidelines that will ensure the best possible educational atmosphere for the students. The following are general examples of behaviors and actions that may lead to a student's suspension and/or dismissal:

1. Inappropriate and/or violent conduct displayed by the student.
2. Inappropriate clothing, or improper clothing attire, and/or indecent exposure.
3. Disrespect for Alliance staff, property, and equipment.
4. Software piracy or violating copyright rules and regulations.
5. Recurring attendance problems despite continuous meetings with the Instructor and/or Chief Academic Officer to rectify the issues.
6. Failure to comply with the Student Conduct policies outlined herein.

The general levels of reprimand are as follows:

The student will meet with the Instructor to discuss the inappropriate conduct and the respective consequences. Student will sign an Incident Report which becomes part of their permanent file.

The second level, if the problems persist after the primary level of reprimand, the student will meet with the Chief Academic Officer and faces possible seven-day suspension. Student will sign an Escalation Report which becomes part of their permanent record.

If the primary and secondary levels do not resolve the inappropriate behavior, then the student will be terminated from the training program. However, if the inappropriate behavior displayed violated any section of the federal, state, and local penal codes, then it is under the discretion of Alliance to terminate the student from the training program and facility without prior intervention or discussion.

CERTIFICATION TESTING

Generally, Alliance programs do not include the cost of certification exams. Each student may be financially responsible for the cost of exam registration. Exam registration fees vary and are established individually by each certifying body (Microsoft, QuickBooks, CompTIA etc.). Appointments for exams are registered and purchased from PearsonVue Testing. Exam appointments may be made via the PearsonVue website at www.Pearsonvue.com.

COMPLETION REQUIREMENTS

Completion requires a minimum of 80% course attendance. A final examination will be conducted at the end of each student's training program. Pre-assessment tools are available in the IT Lab to reinforce learning and assist Technical students with their upcoming certification exams. Students are encouraged, but not required, to pass a minimum of 90% or better on their practice tests to reinforce learning and to better prepare students when taking the final certification exams through PearsonVue Testing Center.

COURSEWARE AND EQUIPMENT

Manuals and equipment will be distributed at the beginning of each student's course. Replacement cost of these manuals, depending on course, can be between \$150-\$250. The Microsoft, CompTIA and QuickBooks courseware materials and equipment are given to each student at the beginning of each course. These kits become the property and responsibility of the student; by no means should any student material or property be left in a classroom unattended. As a note, replacement costs for some of these kits are as much as \$400 plus tax.

Be advised: The photocopying or reproduction of any copyrighted material (books, computer data, files, etc.) may be a violation of governing laws and will not be allowed. This, along with any theft of Alliance's or other student's hardware, software, books or personal belongings may lead to immediate dismissal from the program.

STUDENT CONDUCT

Students must abide by all school policies and regulations. This includes the proper use of software, hardware, classroom behavior, dress code, respect for staff and students, completion of courses in the designated time frame, and adherence to attendance policies.

Alliance believes that no student has the right to interfere with another student's ability to learn. If any student exhibits behavior that hinders that right, they will be asked to leave the classroom. Students who feel there is anything in the learning environment which interferes with the training, they are encouraged to contact their instructor, the Chief Academic Officer, Management and request assistance in resolving the situation.

Children are not allowed to accompany parents into any class or to labs. Students are prohibited from unlawful possession, use, or distribution of illicit drugs, alcohol, or weapons of any kind. No student will be allowed to use any verbal, physical, or discriminatory threats or abusive language toward another student, or member of the staff. The use of profanity is strictly prohibited. Discriminatory remarks of any kind will not be tolerated and may result in termination from the program (See Non-Discrimination Policy page 7). Any violation of this conduct policy should be brought to the attention of the Instructor immediately. These concerns can be made verbally, or in writing as stated in the grievance procedures described in this catalog.

A student may be dismissed from school for cheating; possession of drugs or alcohol on school premises; behavior suggesting an intoxicated or drugged state; possession of weapons upon school premises; bullying or behavior creating a safety hazard; disruptive, disobedient or disrespectful behavior or language to another student, an administrator, or faculty member.

Any student who violates this student conduct policy may be placed on advisement, suspension, or dismissed from the program. Any courses that are missed due to violations of the conduct policy must be made up, and are the student's responsibility.

STUDENT DRESS CODE

Dress Code at Alliance Career Training Schools is business casual. Alliance is a corporate client-based atmosphere. You may encounter a future employer in the hallway or break-room. Therefore, students are expected to wear clothing that is clean, and appropriate.

It is further requested that students refrain from wearing the following articles of clothing: sandals, shorts, sweats or any shirt that may expose your midriff. Torn 'jeans', low-riding pants, graphic tops/T-shirts/sweatshirts/jackets are not considered acceptable attire. Please use your best judgment in this matter. If you are observed in inappropriate attire, you will be asked to go home and change.

We realize that dress is a subjective issue, but part of our responsibility is to prepare our students to find employment after graduation. For that reason, any student arriving in clothing deemed inappropriate for a professional setting may be asked to go home and change. If distance is prohibitive, student will be given a warning which will be placed in their permanent file and will be sent home if there are subsequent incidents of inappropriate attire.

SOFTWARE PIRACY AND PERSONAL ITEMS

In accordance with copyright laws, all Alliance students are prohibited from copying any of the software loaded on the school's machines. Please understand that any student found doing so may be terminated from the program.

Students are not allowed to bring any of their personal computers or related software and hardware items to our campuses that will be connected or used with the school's equipment. Alliance shall not be held responsible for any lost or stolen items belonging to any student while on any Alliance campus.