



THE AMERICAN FITNESS
AND NUTRITION ACADEMY

Change Lives. Start With Your Own.

Nationally Accredited Through
The Accrediting Council
For Continuing Education
And Training



2018

Fitness Career? Right Choice, Right Time.

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

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

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

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



AMERICAN COLLEGE
of SPORTS MEDICINE

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AFNA

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

Auxiliary Classroom

345 S Lake Ave
Pasadena, CA 91101

website: afna.edu

NEEDED!

~~WANTED:~~ Fitness Professionals



What do Fitness Trainers and Instructors Do?

According to the Bureau of Labor Statistics in their Occupational Outlook Handbook (published 2017):

Fitness trainers and instructors lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercises (exercises for the heart and blood circulation), strength training, and stretching. They work with people of all ages and skill levels.

With industry demand for fitness trainers expected to continue growing through the year 2024, there has never been a better time to join a workforce of fitness leaders who don't just talk the talk, but also walk, jog, or race the walk!

Many opportunities exist in the field, including positions with: National athletic club chains, recreational resorts, athletic performance and physical therapy clinics, government agencies, company wellness programs, boutique fitness businesses, and more.

Approval to Operate

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

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

<u>Continued Education Courses for Fitness and Nutrition Trainer</u>	<u>Clock Hours</u>	<u>Credits*</u>	<u>Duration (weeks)</u>
Yoga Teacher	180	13.5	10, 20, or 30

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

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

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

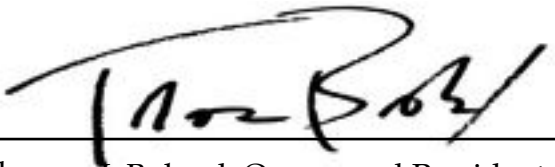
Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818

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

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

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

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



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

Fitness and Nutrition Trainer Academy

Daytime Academy

Duration: Eight Months ; 600 Clock Hours; 52.5 Quarter Credits



Starts: Tue, Jan 2, 2018

Ends: Thu, Aug 23, 2018

This Program Meets:

Monday	Tuesday	Wednesday	Thursday
9:00am 2:00pm	9:00am 1:00pm	9:00am 2:00pm	9:00am 1:00pm

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

Quarter 1 Schedule: January 1, 2018 - February 27, 2018

Fitness Trainer Essentials Row	M, W	9:00 AM - 12:20 PM	1/1/2018...2/21/2018
Science of Exercise	T, Th	9:00 AM - 1:00 PM	1/2/2018...2/22/2018
Trainer & Client Sessions Lab	M, W	12:20 pm - 2:00 pm	1/1/2018...2/27/2018
Career Week!	M, Th	9:00 am - 11:30 am	2/22/2018...2/26/2018

Quarter 2 Schedule: February 28, 2018 - April 26, 2018

Fitness Trainer Essentials	M, W	9:00 AM - 12:20 PM	2/28/2018...4/23/2018
Business of Training	T, Th	9:00 AM - 1:00 PM	3/1/2018...3/27/2018
Corrective Exercise	T, Th	9:00 am - 1:00 pm	3/29/2018...4/24/2018
Trainer & Client Sessions Lab	M, W	12:20 PM - 2:00 PM	2/28/2018...4/26/2018
Certification Exam Prep	T, W	9:00 AM - 2:00 pm	4/24/2018...4/25/2018

Quarter 3 Schedule: April 30, 2018 - June 26, 2018

Fitness Trainer Essentials Pull	M, W	9:00 AM - 12:20 PM	4/30/2018...6/20/2018
Fitness & Performance Nutrition	T, Th	9:00 am - 1:00 pm	5/1/2018...6/21/2018
Trainer & Client Sessions Lab	M, W	12:20 PM - 2:00 PM	4/30/2018...6/26/2018
Career Week!	M, Th	9:00 am - 11:30 am	6/21/2018...6/25/2018

Quarter 4 Schedule: June 27, 2018 - August 23, 2018

Fitness Trainer Essentials	M, W	9:00 AM - 12:20 PM	6/27/2018...8/20/2018
Group Exercise	T, Th	9:00 AM - 1:00 PM	6/28/2018...8/21/2018
Trainer & Client Sessions Lab	M, W	12:20 PM - 2:00 PM	6/27/2018...8/23/2018
Certification Exam Prep	T, W	9:00 AM - 2:00 pm	8/21/2018...8/22/2018

Additional 2018 Start Dates: Class Size is Limited.

Future Program Start Dates!

February 2018	2/28/2018...10/23/2018
April 2018	4/30/2018...12/20/2018
June 2018	6/27/2018...2/26/2019
August 2018	8/27/2018...4/25/2019
October 2018	10/24/2018...6/25/2019



For more information about this program, including tuition and other schedule options, call (626) 782-6200 or visit afna.edu

CAREER TRACK: Fitness and Nutrition Trainer Academy

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

Program Objectives

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

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

Fitness and Nutrition Trainer Academy

Evening Academy

Duration: Eight Months ; 600 Clock Hours; 52.5 Quarter Credits



Starts: Tue, Jan 2, 2018

Ends: Thu, Aug 23, 2018

This Program Meets:

Monday	Tuesday	Wednesday	Thursday
5:00pm 10:00pm	5:00pm 9:00pm	5:00pm 10:00pm	5:00pm 9:00pm

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

Quarter 1 Schedule: January 1, 2018 - February 27, 2018

Fitness Trainer Essentials Pull	M, W	5:00 PM - 8:20 PM	1/1/2018...2/21/2018
Fitness & Performance Nutrition	T, Th	5:00 PM - 9:00 PM	1/2/2018...2/22/2018
Trainer & Client Sessions Lab	M, W	8:20 pm - 10:00 pm	1/1/2018...2/27/2018
Certification Exam Prep	M, Th	5:00 PM - 7:30 PM	2/22/2018...2/26/2018

Quarter 2 Schedule: February 28, 2018 - April 26, 2018

Fitness Trainer Essentials	M, W	5:00 PM - 8:20 PM	2/28/2018...4/23/2018
Group Exercise	T, Th	5:00 pm - 9:00 pm	3/1/2018...4/24/2018
Trainer & Client Sessions Lab	M, W	8:20 PM - 10:00 PM	2/28/2018...4/24/2018

Quarter 3 Schedule: April 30, 2018 - June 26, 2018

Fitness Trainer Essentials Row	M, W	5:00 PM - 8:20 PM	4/30/2018...6/20/2018
Science of Exercise	T, Th	5:00 PM - 9:00 PM	5/1/2018...6/21/2018
Trainer & Client Sessions Lab	M, W	8:20 PM - 10:00 PM	4/30/2018...6/26/2018
Certification Exam Prep	M, Th	5:00 pm - 7:30 pm	6/21/2018...6/25/2018

Quarter 4 Schedule: June 27, 2018 - August 23, 2018

Fitness Trainer Essentials	M, W	5:00 PM - 8:20 PM	6/27/2018...8/20/2018
Business of Training	T, Th	5:00 PM - 9:00 PM	6/28/2018...7/24/2018
Corrective Exercise	T, Th	5:00 PM - 9:00 PM	7/26/2018...8/16/2018
Trainer & Client Sessions Lab	M, W	8:20 PM - 10:00 PM	6/27/2018...8/23/2018
Career Week!	T, W	5:00 pm - 10:00 pm	8/21/2018...8/22/2018

Additional 2018 Start Dates: Class Size is Limited.

Future Program Start Dates!

February 2018	2/28/2018...10/23/2018
April 2018	4/30/2018...12/20/2018
June 2018	6/27/2018...2/26/2019
August 2018	8/27/2018...4/25/2019
October 2018	10/24/2018...6/25/2019



For more information about this program, including tuition and other schedule options, call (626) 782-6200 or visit afna.edu

CAREER TRACK: Fitness and Nutrition Trainer Academy

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

Program Objectives

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

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

Yoga Teacher

Yoga Teacher

Duration: Ten Weeks ; 180 Clock Hours; 13.5 Quarter Credits



Starts: Mon, Jan 29, 2018

Ends: Sun, Apr 8, 2018

Period 1 Schedule: January 29, 2018 - March 4, 2018

Essentials of Yoga Teaching A.1	M	2:00 PM - 5:00 PM	1/29/2018...2/26/2018
Essentials of Yoga Teaching B.1	W	2:00 pm - 5:00 pm	1/31/2018...2/28/2018
Essentials of Yoga Teaching C.1	Su	10:00 am - 1:00 pm	2/4/2018...3/4/2018
Applied Yoga A.1	T	2:00 pm - 5:00 pm	1/30/2018...2/27/2018
Applied Yoga B.1	Th	2:00 pm - 5:00 pm	2/1/2018...3/1/2018
Applied Yoga C.1	Su	1:00 PM - 4:00 pm	2/4/2018...3/4/2018

Period 2 Schedule: March 5, 2018 - April 8, 2018

Essentials of Yoga Teaching A.2	M	2:00 pm - 5:00 pm	3/5/2018...4/2/2018
Essentials of Yoga Teaching B.2	W	2:00 pm - 5:00 pm	3/7/2018...4/4/2018
Essentials of Yoga Teaching C.2	Su	10:00 am - 1:00 pm	3/11/2018...4/8/2018
Applied Yoga A.2	T	2:00 pm - 5:00 pm	3/6/2018...4/3/2018
Applied Yoga B.2	Th	2:00 pm - 5:00 pm	3/8/2018...4/5/2018
Applied Yoga C.2	Su	1:00 pm - 4:00 pm	3/11/2018...4/8/2018

This Program Meets:

Monday	Tuesday	Wednesday	Thursday	Saturday
2:00pm 5:00pm	2:00pm 5:00pm	2:00pm 5:00pm	2:00pm 5:00pm	10:00am 4:00pm

CPR/AED credentialing through the American Heart Association is included. Part-Time Schedule Also Available!

Additional 2018 Start Dates: Class Size is Limited.

Future Program Start Dates!

January 2018	1/29/2018...4/8/2018
March 2018	3/5/2018...5/13/2018
April 2018	4/9/2018...6/17/2018
May 2018	5/14/2018...7/22/2018
June 2018	6/18/2018...8/26/2018
July 2018	7/23/2018...9/30/2018



For more information about this program, including tuition and other schedule options, call (626) 782-6200 or visit afna.edu

CAREER TRACK: Yoga Teacher

Structured in partnership with the nationally recognized Yoga Alliance, this combined academic and practical course enables the successful graduate to be registered as a Register Yoga Teacher (200 Hour), or RYT-200. Practice and learn to teach correct alignment and techniques to deepen asana practice. Develop a sound yoga practice from a business standpoint. Practice how to properly sequence a yoga class, correct students and develop effective alignment cues. Understand how to market yourself through resume writing, mock interviews, and auditions - and online marketing. Yoga philosophies, yoga lifestyle, and ethics for yoga teachers round out the program. Many opportunities exist in the field, including: National clubs, resorts, athletic performance and physical therapy clinics, government agencies, company wellness programs, boutique fitness businesses, etc.

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

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



School Mission Statement

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

Broad Institutional Goals

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

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

History, Ownership, Status, and Business License

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

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

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

Accreditation

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

Accrediting Council for Continuing Education and Training (ACCET)

1722 N St NW

Washington DC, 20036

Phone: (202) 955-1113

Fax: (202) 955-1118

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

Location of School and Contact Information

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

AFNA

350 South Lake Ave, Suite 260

Pasadena, CA 91101

Auxiliary Classroom @ Breakthru Fitness

345 South Lake Ave

Pasadena, CA 91101

All classes are held at the locations above.

Our main phone number for school-wide admissions and all academic and business matters is (626) 782-6200. To send a fax, please dial (626) 768-7665. You may also obtain school information by way of our website at afna.edu.

Facilities and Equipment

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

Other facilities: Restrooms and locker rooms are available for student use. A kitchenette area in the main classroom may be used to prepare quick meals, and the classroom area may also be utilized as a break room when class is not in session.

Administrator and Staff Information

Tom Boland, Director
Tiffany Linares, Student Services

Ryan Canoy, Instructor
Mathias Sorenson, Instructor
Brenda Chestnut, Yoga Instructor
Hugo Linares, Lab Instructor

Cathy Boland, Controller and Accounts Receivable

Designated VA Representatives

Tom Boland
Tiffany Linares

Student Exchange and Visitor Program Designated School Officers

Tom Boland, PDSO

Hours of Operation (Pasadena)

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

Administrative hours are Monday through Thursday from 9:00 a.m. - 5:00 p.m. The school is closed Fridays.

School Holidays and Breaks

In 2017, AFNA has scheduled the following term breaks:

Winter Break: December 23 - December 31

Additionally - as of the print date of this current catalog - no classes are held on the following holidays: New Year's Day (Su), MLK Jr. Weekend (Sa-Su-Mo), President's Day (Mo), Memorial Day Weekend (Sa-Su-Mo), 4th of July (Tu), Labor Day Weekend (Sa-Su-Mo), Veterans Day (Observed on Monday) (Mo), Thanksgiving Holiday (We-Th-Fr-Sa-Su).

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

Constitution Day

Each year, classes are held as scheduled on September 17, which has been designated Constitution Day in the United States. If September 17 falls on a weekend, then the nearest weekday will be chosen instead.

In observance of this occasion, the school promotes - for students and employees - activities designed to deepen knowledge for and appreciation of the U.S. Constitution.

School Advisory Board

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

Advisory Board Members

Tom Boland, President

Nick Keeling, MS Exercise Science

Phil Dozois, Owner of Breakthru Fitness

Jennifer Uteda, Marketing Consultant

Hannah Park, Fitness Manager Equinox Glendale

Dave Hanson, Senior Trainer Equinox Westwood and AFNA Alumnus

Faculty

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

Ryan Canoy, BS, ACSM-CPT

Ryan Canoy holds a Bachelors of Science degree from Longwood University in Exercise Science and is finishing up his Masters in Physical Education from Azusa Pacific. He is an ACSM CPT and has been a personal trainer for the past 1.5 years. He is a competitive bodybuilder and enjoys helping all levels of clients reach their fitness goals.



Brenda Chestnut, E-RYT 500

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



Hugo Linares, MA, AFNA Graduate, NASM CPT

Hugo Linares is an Instructor at the American Fitness and Nutrition Academy. He has a background in Multicultural Studies and Multimedia Education from the California State Polytechnic University at Pomona. As an alumnus of the American Fitness and Nutrition Academy, Hugo has been in the fitness industry as a professional Personal Trainer for many years and uses his knowledge and experience in the field to give AFNA students a leg up in the increasingly competitive field of fitness training.



Tiffany Linares, AFNA Graduate, NASM CPT

Tiffany Linares has maintained a position as a professional Personal Trainer for many years and uses her experience in the fitness industry to help AFNA students start their own career. As a lab instructor, Tiffany is able to directly apply her fitness training experience and familiarity with the AFNA curriculum to help new trainers “find their voice” on the training floor. Tiffany is also AFNA’s Student Services Coordinator, and is responsible for handling all student affairs, including resume building, coordinating field trips, and career services.



Mathias Sorenson, BS

Mathias graduated from San Francisco State University in 2014 with a BS in Kinesiology and emphasis in Neuromuscular Control Patterns. A licensed massage therapist and former track and field athlete, he has worked in commercial athletic clubs, high tier spas, physical therapy centers, and chiropractic offices. Currently, Mathias is a fitness trainer and group exercise instructor at Breakthru Fitness while also teaching at AFNA.



Ben Zhuang, BS, CSCS, ACSM-CPT

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



Tom Boland, BA, ACSM-CPT

A graduate of the University of Washington, Tom is also a Certified Personal Trainer through the American College of Sports Medicine (ACSM) with many years of teaching experience. Tom, who is also AFNA's director and founder, is pleased to be back on the teaching roster for 2017.





Fitness Career Programs

CATALOG

Fitness and Nutrition Trainer Academy

Fitness and Nutrition Trainer Academy

Available Attendance Formats and Start Dates:

Daytime Academy

Eight Months ; 600 Clock Hours; 52.5 Quarter Credits

Monday	Tuesday	Wednesday	Thursday
9:00am 2:00pm	9:00am 1:00pm	9:00am 2:00pm	9:00am 1:00pm

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

Evening Academy

Eight Months ; 600 Clock Hours; 52.5 Quarter Credits

Monday	Tuesday	Wednesday	Thursday
5:00pm 10:00pm	5:00pm 9:00pm	5:00pm 10:00pm	5:00pm 9:00pm

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

Upcoming Enrollment Intervals:

- ⇒ Starts on: Tue, 1/2/18 Ends on: Thu, 8/23/18
 - ⇒ Starts on: Wed, 2/28/18 Ends on: Tue, 10/23/18
 - ⇒ Starts on: Mon, 4/30/18 Ends on: Thu, 12/20/18
 - ⇒ Starts on: Wed, 6/27/18 Ends on: Tue, 2/26/19
 - ⇒ Starts on: Mon, 8/27/18 Ends on: Thu, 4/25/19
 - ⇒ Starts on: Wed, 10/24/18 Ends on: Tue, 6/25/19
-
- ⇒ Starts on: Tue, 1/2/18 Ends on: Thu, 8/23/18
 - ⇒ Starts on: Wed, 2/28/18 Ends on: Tue, 10/23/18
 - ⇒ Starts on: Mon, 4/30/18 Ends on: Thu, 12/20/18
 - ⇒ Starts on: Wed, 6/27/18 Ends on: Tue, 2/26/19
 - ⇒ Starts on: Mon, 8/27/18 Ends on: Thu, 4/25/19
 - ⇒ Starts on: Wed, 10/24/18 Ends on: Tue, 6/25/19

CAREER TRACK: Fitness and Nutrition Trainer Academy

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

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

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

Course Outline

Code	Class Title	Clock Hours	Quarter Credit Hours
FNT 101	Essentials of Fitness Training Module Push	55	5.5
FNT 102	Essentials of Fitness Training Module Pull	55	5.5
FNT 111	Essentials of Fitness Training Module Press	55	5.5

FNT 112	Essentials of Fitness Training Module Row	55	5.5
FNT 120	Fitness and Performance Nutrition	55	5.5
FNT 130	Science of Exercise	55	5
FNT 140	The Business of Training: Client Service and	30	2.5
FNT 150	Group Exercise Instructor	60	4.5
FNT 200	Program Design Active Exercise Lab PUSH	30	1.875
FNT 205	Program Design Active Exercise Lab PULL	30	1.875
FNT 210	Program Design Active Exercise Lab PRESS	30	1.875
FNT 215	Program Design Active Exercise Lab ROW	30	1.875
FNT 350	Corrective Exercise	30	2.5
FNT CAREER.1	Career Week! I	7.5	0.75
FNT CAREER.2	Career Week! II	7.5	0.75
FNT CERT PREP.1	Prepare and Review for Certification Exams	7.5	0.75
FNT CERT PREP.2	Prepare and Review for Certification Exams	7.5	0.75

Total Quarter Credits Required to Graduate 52.5

Prerequisites Program Clock Hours 600

None.

Distinction Awarded for Program Completion

Diploma Certificate, Fitness and Nutrition Trainer

More About This Program

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

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

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

OTHER SCHEDULE OPTIONS: *This program is also offered in a four month (16 weeks) intensive format that requires students to attend both day and evening classes. Similarly, the program may be completed in six months (24 weeks) by enrolling in day and evening classes for a pre-selected two-month interval. Part time 9 Months (36 weeks) or 1 Year (48 weeks) options are subject to available space.*

Yoga Teacher Program

CAREER TRACK: Yoga Teacher

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

Structured in partnership with the nationally recognized Yoga Alliance, this combined academic and practical course enables the successful graduate to be registered as a Register Yoga Teacher (200 Hour), or RYT-200. Practice and learn to teach correct alignment and techniques to deepen asana practice. Develop a sound yoga practice from a business standpoint. Practice how to properly sequence a yoga class, correct students and develop effective alignment cues. Understand how to market yourself through resume writing, mock interviews, and auditions - and online marketing. Yoga philosophies, yoga lifestyle, and ethics for yoga teachers round out the program. Many opportunities exist in the field, including: National clubs, resorts, athletic performance and physical therapy clinics, government agencies, company wellness programs, boutique fitness businesses, etc.

Fulfill Yoga Alliance Registered Yoga Teacher (200-hour) credential requirements

Practice and instruct others in the practice of asana, pranayama and meditation

Identify proper form in core yoga poses and recognize when certain poses may be contraindicated based on client fitness history

Provide insight within the context of yoga fitness into such core yoga principles as the chakras and nadis

Understand requirements for employment in a yoga practice / business

Yoga Teacher

Ten Weeks ; 180 Clock Hours; 13.5 Quarter Credits

Monday	Tuesday	Wednesday	Thursday	Saturday
2:00pm 5:00pm	2:00pm 5:00pm	2:00pm 5:00pm	2:00pm 5:00pm	10:00am 4:00pm

CPR/AED credentialing through the American Heart Association is included.
Part-Time Schedule Also Available!

- ⇨ Starts on: Mon, 1/29/18 Ends on: Sun, 4/8/18
- Starts on: Mon, 3/5/18 Ends on: Sun, 5/13/18
- Starts on: Mon, 4/9/18 Ends on: Sun, 6/17/18
- Starts on: Mon, 5/14/18 Ends on: Sun, 7/22/18
- Starts on: Mon, 6/18/18 Ends on: Sun, 8/26/18
- Starts on: Mon, 7/23/18 Ends on: Sun, 9/30/18

Course Outline		<i>Contact Admissions for Additional Start Dates</i>	
Class Title	Clock Hours	Credit Hours	
YOGA A-ESS-1	Essentials of Yoga Teaching A.1	15	1.25
YOGA A-ESS-2	Essentials of Yoga Teaching A.2	15	1.25
YOGA B-ESS-1	Essentials of Yoga Teaching B.1	15	1.25
YOGA B-ESS-2	Essentials of Yoga Teaching B.2	15	1.25
YOGA C-ESS-1	Essentials of Yoga Teaching C.1	15	1.25
YOGA C-ESS-2	Essentials of Yoga Teaching C.2	15	1.25
YOGA A-APP-1	Applied Yoga A.1	15	1
YOGA A-APP-2	Applied Yoga A.2	15	1
YOGA B-APP-1	Applied Yoga B.1	15	1
YOGA B-APP-2	Applied Yoga B.2	15	1
YOGA C-APP-1	Applied Yoga C.1	15	1
YOGA C-APP-2	Applied Yoga C.2	15	1

Total Quarter Credits Required to Graduate 13.5

Program Clock Hours 180

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

Certificate Awarded Certificate of Completion, Yoga Teacher Program

More About This Program

***OTHER SCHEDULE OPTIONS:** This program is also offered part-time, with part-time options to complete in 20 weeks or 30 weeks. Please note that, if selecting the part-time option, there may be extended calendar breaks between each 10-week block of offered courses.*

Class Descriptions

FNT 101 Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Push

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

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

FNT 111 Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Press

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

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

FNT 140 Hours: 30 Credits: 2.5

The Business of Training: Client Service and Retention

No matter how skilled a trainer may be with client program design, motivation, nutrition, and exercise science, without gainful employment such talents are of little use. The purpose of this course is to familiarize the trainer with the business of training, that is, client sales and client retention, to enable earning stability and career growth. Multiple case studies and student practice are included to build student familiarity with the fitness "product" and to boost confidence when presenting it as a benefit for potential clients.

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

FNT 102 Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Pull

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

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

FNT 112 Hours: 55 Credits: 5.5

Essentials of Fitness Training | Module Row

This comprehensive Essentials of Fitness Training course (one of four distinct AFNA modules) is presented in tandem with the American College of Sports Medicine (ACSM) curriculum "Resources for the Personal Trainer." It involves context-based, in-class instruction by AFNA Instructors, student partner learning activities and drills, and hands-on demonstration/application of key fitness and body science principles. **Module Row Topics:** Body Composition Testing and Fitness Testing; Food Journaling and Demystifying Fad Diets; Comprehensive Program Design; Cardiorespiratory Training Programs; Advanced Program Options (DCER devices and power); and Certification and Continuing Education.

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

FNT 350 Hours: 30 Credits: 2.5

Corrective Exercise

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

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

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

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

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

FNT 150 Hours: 60 Credits: 4.5**Group Exercise Instructor**

This course begins with identifying and designing specialty classes such as spinning, choreographed cardio, bootcamp, etc. that are trending and popular in the fitness industry. In addition, students will explore traits that distinguish the successful Group Exercise Instructor from less professional individuals. During the classroom lecture and activity portion of this class, the instructor teaches from the American College of Sports Medicine Textbook for the ACSM Group Exercise Instructor certification. For the equally substantial hands-on training portion of the class, students apply proper form and technique in the context of choreographed cardio and bootcamp sequences set to music.

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

FNT 200 Hours: 30 Credits: 1.875**Program Design Active Exercise Lab | PUSH**

Upon satisfactory completion of initial labwork, all students then proceed to engage in real-world training scenarios including client interview and assessment, ACSM FITT-VP™ programming and integrated nutrition counseling, client sessions training, and benchmark tracking. Under AFNA Instructor supervision, student will train fellow student(s) for multiple and ongoing training sessions and - likewise - receive personal training from a fellow student trainer for the duration of the class. **Specific Module 'Push' Objectives include:** *Basic Human Movement: Push, Pull, and Rotation; Machine Weight Exercises and Implementation; Cable Weight Exercises and Implementation; Muscular Fitness: The Ordering of Exercise.*

Clock hours for lecture: 7.5 | Clock hours for lab: 22.5

FNT 120 Hours: 55 Credits: 5.5**Fitness and Performance Nutrition**

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

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

FNT 130 Hours: 55 Credits: 5**Science of Exercise**

This course - designed specifically for fitness trainers - teaches musculoskeletal anatomy and the science of human movement such that the client fitness experience may be optimized through the selection of innovative and goal-appropriate exercises - regardless of machine, cable, free-weight, or calisthenic training environments. Focused physiology instruction includes cardiorespiratory function, neuromotor system, sliding-filament muscle contraction, acute and chronic adaptation from exercise, and general adaptation curve/syndrome.

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

FNT 205 Hours: 30 Credits: 1.875**Program Design Active Exercise Lab | PULL**

Upon satisfactory completion of initial labwork, all students then proceed to engage in real-world training scenarios including client interview and assessment, ACSM FITT-VP™ programming and integrated nutrition counseling, client sessions training, and benchmark tracking. Under AFNA Instructor supervision, student will train fellow student(s) for multiple and ongoing training sessions and - likewise - receive personal training from a fellow student trainer for the duration of the class. **Specific Module 'Pull' Objectives include:** *Equipment Inventory and Exercise Planning; Skeletal Health and Resistance Training; Concentric, Eccentric, and Isometric Focused Exercise; Progression of Exercise According to Fitness Level.*

Clock hours for lecture: 7.5 | Clock hours for lab: 22.5

FNT 210 Hours: 30 Credits: 1.875**Program Design Active Exercise Lab | PRESS**

Upon satisfactory completion of initial labwork, all students then proceed to engage in real-world training scenarios including client interview and assessment, ACSM FITT-VP™ programming and integrated nutrition counseling, client sessions training, and benchmark tracking. Under AFNA Instructor supervision, student will train fellow student(s) for multiple and ongoing training sessions and - likewise - receive personal training from a fellow student trainer for the duration of the class.

Specific Module 'Press' Objectives include: *Lower Body Split Training and Musculature; Upper Body Split Training and Musculature; Core and Speciality Training and Musculature; Joint Movement Coverage for Total Body Exercise.*

Clock hours for lecture: 7.5 | Clock hours for lab: 22.5

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

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

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

FNT 215 Hours: 30 Credits: 1.875**Program Design Active Exercise Lab | ROW**

Upon satisfactory completion of initial labwork, all students then proceed to engage in real-world training scenarios including client interview and assessment, ACSM FITT-VP™ programming and integrated nutrition counseling, client sessions training, and benchmark tracking. Under AFNA Instructor supervision, student will train fellow student(s) for multiple and ongoing training sessions and - likewise - receive personal training from a fellow student trainer for the duration of the class.

Specific Module 'Row' Objectives include: *ACSM FITT-VP for Cardiorespiratory Fitness; ACSM FITT-VP for Muscular Fitness; ACSM FITT-VP for Flexibility and Neuromotor Fitness; Intensity-Based Training.*

Clock hours for lecture: 7.5 | Clock hours for lab: 22.5

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

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

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

YOGA A-ESS-1 Hours: 15 Credits: 1.25**Essentials of Yoga Teaching A.1**

What is Yoga? A history of yoga, interpretation of Sutras, Sanskrit terminologies, and the yoga masters.

Clock hours for lecture: 10 | Clock hours for lab: 5

YOGA A-ESS-2 Hours: 15 Credits: 1.25**Essentials of Yoga Teaching A.2**

Explore the different varieties of yoga, and consider training for specific demographics such as women and children.

Clock hours for lecture: 10 | Clock hours for lab: 5

YOGA B-ESS-1 Hours: 15 Credits: 1.25**Essentials of Yoga Teaching B.1**

Learn and apply teachings from the Koshas - the 5 mayas. Understand also the 5 vayus. Begin exploration of the Chakra System as it can be compared to, and differentiated from, the nervous system.

Clock hours for lecture: 10 | Clock hours for lab: 5

YOGA B-ESS-2 Hours: 15 Credits: 1.25**Essentials of Yoga Teaching B.2**

A thorough treatment of the Chakra system, with a review of the first Chakra and moving next through Chakras 2-7.

Clock hours for lecture: 10 | Clock hours for lab: 5

YOGA C-ESS-1 Hours: 15 Credits: 1.25**Essentials of Yoga Teaching C.1**

Dive into the business and ethics of yoga. Complete CPR/AED training and practice resume-writing skills. Learn how to register with the Yoga Alliance, and understand the important role the Yoga Alliance plays in the industry today.

Clock hours for lecture: 10 | Clock hours for lab: 5

YOGA C-ESS-2 Hours: 15 Credits: 1.25**Essentials of Yoga Teaching C.2**

The vitality of Pranayama and breath as entry points to meditation. Conversation about the meaning of ayurveda and scope of practice for yoga alliance teachers. Understanding doshas (personal attributes) and kleshas (afflictions) as these impact the practice of yoga.

Clock hours for lecture: 10 | Clock hours for lab: 5

YOGA A-APP-1 Hours: 15 Credits: 1**Applied Yoga A.1**

Applied Yoga, Block A Period 1: Introduction to and Review of Poses, with physical practice of the Standing External, Standing Neutrals, Backbends, Forward Folds, and Seated Forward Folds.

Clock hours for lecture: 5 | Clock hours for lab: 10

YOGA A-APP-2 Hours: 15 Credits: 1**Applied Yoga A.2**

Applied Yoga, Block A Period 2: Anatomy of the skeleton, study of upper and lower body musculature, bones, joint types, and joint movements.

Clock hours for lecture: 5 | Clock hours for lab: 10

YOGA B-APP-1 Hours: 15 Credits: 1**Applied Yoga B.1**

Applied Yoga, Block B Period 1: Introduction to and Review of Poses. Physical practice of the Inversions, Twists, Arm and Core Balances, Supine, and additional poses. Physical practice of Sun Salutations.

Clock hours for lecture: 5 | Clock hours for lab: 10

YOGA C-APP-1 Hours: 15 Credits: 1**Applied Yoga C.1**

Applied Yoga, Block C Period 1: Bringing the importance of healthful nutrition and digestion into the practice of yoga, understanding our cardiorespiratory systems and building "cardio value" into a class. Explore the holistic value of Lines of Energy. Learn to draw (legibly!) stick figures as a means of communicating Alignments and Adjustments.

Clock hours for lecture: 5 | Clock hours for lab: 10

YOGA B-APP-2 Hours: 15 Credits: 1**Applied Yoga B.2**

Applied Yoga, Block B Period 2: Using "props" in your yoga practice. Also, the call for and response to Poem Chanting in the context of class sequencing. How to safely chart the path to more progressive Pick Up and Jump Back skills for able clients, and developing an effective and compassionate technique for Cueing and Adjustments (Alignment).

Clock hours for lecture: 5 | Clock hours for lab: 10

YOGA C-APP-2 Hours: 15 Credits: 1**Applied Yoga C.2**

Applied Yoga, Block C Period 2: Writing scripts as an element to yoga program design and an introduction to sequencing as practiced throughout the Applied Yoga coursework. Advanced sequencing standards and theory, and teaching Savasana (it's more complex than you think!)

Clock hours for lecture: 5 | Clock hours for lab: 10



ADMISSIONS

Eligibility and Admissions Procedures

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

Prior to enrollment, all students must complete these forms:

- Application
- Receipt of School Catalog Acknowledgment
- School Performance Fact Sheet for the student's educational program

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

- Valid Form of ID (driver's license, government-issued photo ID, or passport)
- Copy of High School Diploma (or equivalent), High School Transcripts, or College Transcripts that indicate a fully-completed AA degree or above
- Payment, or documentation of payment arrangement (must be approved by AFNA)

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

It is preferred, but not always required, that the enrollment meeting take place in person at the school between one of AFNA's Admissions Representatives and the enrolling student. If the student is seventeen years of age, a guardian must also be present.

Prior to signing the enrollment agreement, the student will be asked to acknowledge that he/she has received the school catalog and read it.

Veterans Education Benefits

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

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

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

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

GI Bill[®] is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <http://www.benefits.va.gov/gibill>.

Ability to Benefit

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

Non-Discrimination Policy

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

Language of the Enrollment Agreement

An enrollment agreement shall be written in a language that is easily understood. If English is not the student's primary language, the student has the right to hire a professional translator to translate the agreement into the language of their preference. All recruitment leading to enrollment is conducted in English, the enrollment agreement, disclosures, and statements are in English. All instruction at the institution, written and verbal, is in English.

International Students

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

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

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

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

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

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

To initiate the enrollment process, international students should first complete and submit the school's Application for Admission form. Upon receipt of this form, the school will contact the international student with further instructions. NOTE: In addition to establishing working proficiency in the English language (see above), international students must also meet the same eligibility requirements as non-international students. Please refer to the school's Eligibility and Admissions Requirements policy.

Step 1: Complete AFNA's Application;

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

Step 3: Make payment to AFNA of \$150.00 non-refundable processing fee. This fee is specific to international students, but applicable to the full program cost;

Step 4: School issues Form I-20 to student by way of international courier (e.g., FedEx);

Step 5: Student must pay to SEVIS the I-901 Fee. Additionally, student must pay to the U.S. State Department the Form DS-160. These fees are related to the student's M-1 Visa application and approval, and are not payable to AFNA nor applicable to the program cost;

Step 6: Student is to request appointment with local US Consulate to evaluate eligibility for M-1 visa. Additional fees (payable directly to the United States Government) will apply

Step 7. Complete all pending enrollment documents (school performance fact sheet, enrollment agreement, proof of high school graduation (or equivalent), proof of English language competency, copy of passport) and pay tuition.

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

Advisement Regarding Drug Offense Felony Conviction

Students who have been convicted on a felony drug charge are not eligible to participate in Title IV federal student aid programs.

Dismissal for False Information

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



PAYMENT AND FINANCIAL ASSISTANCE

Program Payment Policy

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

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

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

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

Veterans Education Benefits

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

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

No Title IV Participation

AFNA DOES NOT CURRENTLY ACCEPT TITLE IV FINANCIAL AID. PLEASE CONTACT AFNA'S FINANCIAL AID OFFICE FOR UPDATES.

Workforce Investment Act

The Workforce Investment Act (WIA) program provides workforce development activities designed to enhance the employability, occupational attainment, retention and earnings of adults, dislocated workers and youth.

This legislation, passed by Congress in 1998, provides federal funds for employment and training assistance. WIA services help people improve their opportunities for getting a job, increase their wages, and provides money for job skills training.

California's Eligible Training Provider List (ETPL) was established in compliance with the Workforce Investment Act (WIA) of 1998 and amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014 to provide customer-focused employment training resources for adults and dislocated workers.

AFNA is an approved institution for receipt of WIA grant funds on behalf of eligible students. AFNA appears on the California ETPL list.

For more information about WIA grants and whether you may be eligible, please contact your local Workforce Investment "One Stop" Center.

An Important Statement Regarding Loans

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

Additionally, if a student is the recipient of Title IV financial aid funds, a return of those funds to the Department of Education may be required along with other responsibilities. Please refer to the school's Return of Title IV funds (R2T4) policy in this catalog.

Withdrawal Policy

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

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

Refunds for Withdrawal: A student who withdraws (or is withdrawn) from a class or classes may or may not be entitled to a refund, as per the school's Institutional Refund Policy. If the student is the recipient of Title IV Federal Student Aid funds, a Return of Title IV funds may additionally apply. Refer to the school's Institutional Refund and Return of Title IV Funds (R2T4) policies for more information.

Institutional Refund Policy

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

AFNA's Institutional Refund Policy complies with the California Bureau for Private Postsecondary Education's requirements for institutional refund policy, and complies also with the Accrediting Council for Continuing Education and Training (ACCET) requirements for institutional refund policy.

Tuition, refundable fees, and money for refundable materials returned to the school in new condition within 15 days of their distribution will be refunded if student cancels enrollment following attendance of the first class session, or within seven days following enrollment, whichever is later.

Prices and fees described as non-refundable shall not be refundable under any circumstances, except in the case of the prospective student being denied enrollment and provided that the prospective student returns all material goods distributed (if any) in new condition. Students who enroll at AFNA and who cancel enrollment on or following the second scheduled class, or after seven days following enrollment (whichever is later), but within the first 60% of clock hours of the program, will be refunded all paid monies which are identified as refundable (if returned in new condition and within 15 days of their delivery to student) along with paid but unapplied tuition as calculated on a prorated schedule per each clock hour of instruction. No refunds will be made to any student after 60% of clock hours of instruction have been completed.

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

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

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

For each AFNA program in which a student enrolls, there is a \$30.00 non-refundable program registration fee.

NOTE: This Institutional Refund Policy is not to be confused with the school's Return to Title IV Programs policy, which specifically pertains to students who have federal aid funds for their education. Please refer to the Return to Title IV Programs policy for more information.

Refund Example

Refund Example A: Student Has Completed 60% or Less of Program

John has completed 150 hours of his 480-hour program. He withdraws (or is dismissed) from his program. As of his withdrawal date, he has paid \$4500. None of the materials John received at the beginning of his program can be returned for refund because they are no longer "new" and because they were not returned within 15 days of their delivery to him.

Tuition	\$5,891.00
Required Textbooks, Materials, and Exam Fees	\$920.00
Required Professional Tools	\$160.00
Program Registration Fee	\$10.00
California STRF Fee	\$3.50

(i) Tuition charge per hour \$12.27 (\$5,891.00 divided by 480 clock hours)

(ii) Total charges owed the school are \$2,934.00. This comprises tuition of \$1,840.50 (\$12.27 x 150 clock hours) + \$920.00 Required Textbooks, Materials, and Exam Fees + \$160.00 Required Professional Tools + \$10.00 Program Registration Fee + \$3.50 California STRF Fee

(iii) Refund to the student is \$1,566.00 (\$4,500 - \$2,934.00)

Refund Example B: Student Has Completed More Than 60% of Program

Sally has completed 300 hours of her 480-hour program. She withdraws (or is dismissed) from her program. As of her withdrawal date, she has paid \$6,000. None of the materials Sally received at the beginning of her program can be returned for refund because they are no longer "new" and because they were not returned within 15 days of their delivery to her.

Tuition	\$5,891.00
Required Textbooks, Materials, and Exam Fees	\$920.00
Required Professional Tools	\$160.00
Program Registration Fee	\$10.00
California STRF Fee	\$3.50

(i) Total charges owed to the school are \$6,985.00. This comprises full cost of tuition \$5,891.00 + \$920.00 Required Textbooks, Materials, and Exam Fees + \$160.00 Required Professional Tools + \$10.00 Program Registration Fee + \$3.50 California STRF Fee

(ii) Balance owed to the school by the student is \$985.00 (\$6,985.00 - \$6,000.00)

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877, and 94923, Education Code. Reference: Section 94923, 94924, and 94925, Education Code.

Program Pricing

Fitness and Nutrition Trainer Academy

Fitness and Nutrition Trainer Academy

Program Clock Hours: 600

Program Price Components	Refund Classification	Per Item Price
Registration Fee	Non-refundable	\$30.00
Administrative Fee	Qualified Pro-Rata	\$270.00
Tuition	Qualified Pro-Rata	\$7348.00
STRF (California BPPE) ¹	Non-refundable	\$0.00

**Total Charges for the Program Attendance Period and
Estimated Schedule of Total Program Charges** **\$7648.00**

This program is eligible for zero-interest installment payments. Minimum to enroll is: \$2600 (34%)

¹**STRF (California BPPE):** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

²**Textbooks and Course Materials:** Textbooks and learning materials are provided free of charge to confirmed and paid students as required, generally during the first week of each scheduled course.

³**Additional Student Resources:** Graduates of the Fitness and Nutrition Trainer Academy who schedule the American College of Sports Medicine (ACSM) Certified Personal Trainer Exam within four months of their graduation date, and who make use of a special code provided to them by AFNA, may submit the receipt for their exam fee (first attempt only) to the school for reimbursement.

Program Pricing

Yoga Teacher Program

Yoga Teacher

Program Clock Hours: 180

Program Price Components	Refund Classification	Per Item Price
Registration Fee	Non-refundable	\$30.00
Administrative Fee	Qualified Pro-Rata	\$270.00
Tuition	Qualified Pro-Rata	\$2477.00
STRF (California BPPE) ¹	Non-refundable	\$0.00

**Total Charges for the Program Attendance Period and
Estimated Schedule of Total Program Charges** **\$2777.00**

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

¹**STRF (California BPPE):** The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

²**Textbooks and Course Materials:** Textbooks and learning materials are provided free of charge to confirmed and paid students.

Additional Student Resources: Not applicable.



ACADEMIC INFORMATION

About SAP

Satisfactory Academic Progress (SAP) is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study.

Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion in the specified time frame. The policy is consistently applied to all students and complies with the guidelines established by the school's accrediting/state agencies and the federal regulations established by the U.S. Department of Education.

Quantitative and Qualitative Factors

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 2.0 (70%)
2. Minimum cumulative attendance level of 80% of scheduled hours
3. The cumulative GPA of 70% is required for graduation as well as for attaining satisfactory progress
4. Minimum earned credit hours per term. Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student must have successfully completed at least 67% of credits attempted at each interval of evaluation. For example:

Fitness and Nutrition Trainer Academy:	8.75 earned of 13.125 credits attempted
Yoga Teacher Program (full time):	4.5 earned of 6.75 credits attempted
Yoga Teacher Program (part time):	3.0 earned of 4.5 credits attempted

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

A student who has not achieved the minimum cumulative GPA of 2.0 or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable.

Failure to perform at the levels described in 1 through 4 (failure to meet SAP) will result in termination from the student's program of study.

Completion of Course Within a Designated Period of Time

Students whose transfer hours are accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

Maximum Time Frame - SAP

Students must complete the educational program within the maximum time frame which is based on attending at least 80% of scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

For the school's 600 clock hour Fitness and Nutrition Trainer Academy, please review the normal and maximum time frames allotted for course completion:

	Normal	Maximum
FITNESS AND NUTRITION TRAINER ACADEMY	32 weeks	40 weeks

NOTE: For those students who are NOT recipients of Title IV financial aid funds, maximum time to complete the program may be longer than what is indicated above. Please refer to AFNA's 'Maximum Time to Complete Program (150% Completion Rule)' policy.

Evaluation Procedures and Required Level of Achievement

Interim Progress Reports, along with Written Advisements, are distributed for at least every 150 clock hours of the program. Formal Satisfactory Progress Evaluations in both attendance and academics occurs when the Fitness and Nutrition Trainer Academy student reaches 300 actual hours.

The more frequently distributed Interim Progress Reports and Written Advisements are issued to each student in order to track his/her progress towards meeting satisfactory progress. The frequency of evaluation ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Examinations are given in all subjects and records (both written and electronic) are kept of grades as well as attendance. The following system/numeric grading scale is used for the evaluation of the student's academic ability:

A	90-100%	Outstanding	Grade point = 4.0
B	80-89%	Above Average	Grade point = 3.0
C	70-79%	Average	Grade point = 2.0
D	60-69%	Below Average	Grade point = 1.0
F	Below 60%	Unsatisfactory	Grade point = 0.0

In the event that a student scores below a 'C' (i.e., below 70%) on any graded assignment, the student will have the opportunity to redo that assignment until a maximum 'C' grade is awarded.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students receive a hard copy of their Satisfactory Progress Determinations at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal resulting in a status of Probation.

Warning, Probation, and Re-Establishment of Satisfactory Progress

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If, at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

A student may appeal the decision if he/she has a documented reason of the unsatisfactory progress, and the underlying circumstances have changed. The basis for filing an appeal, such as death of a relative, injury, illness, or other special circumstances must be documented in the student's file at the school. The school must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period in order for appeal to be approved. If the school grants the appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period. If, at the end of the Financial Aid Probation, the student has not met both academic and attendance requirements, all Federal aid will be suspended until such time that the student re-establishes satisfactory progress.

Federal financial aid, if applicable, will not be distributed to students on Financial Aid Probation unless the student appeals and prevails on appeal. Students may re-establish satisfactory progress and Title IV aid (as applicable) by meeting minimum attendance and academic requirements at the next evaluation period.

Dismissal for Unsatisfactory Academic Progress

If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

Leave of Absence (LOA) Policy

All requests for a Leave of Absence (LOA) – that is, a specific and temporary interruption in the student's program of enrollment - must be made in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. Any request for a LOA not submitted within 14 days of the student's last date of attendance will be rejected and the student will be terminated from their program of enrollment as per the school's Attendance Policy. **The School Director at AFNA must approve ALL Leave of Absence agreements.**

If enrollment is temporarily interrupted by a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will not be included in the student's cumulative attendance calculation.

- Total number of days allowed for a LOA may not exceed 180 days in a 12 month period.
- The maximum length of a LOA is fifty-percent (50%) of the program's scheduled completion interval, or ninety (90) days, whichever is less.
- Students may receive no more than two (2) LOAs within six (6) months;
- LOA has no effect on the "Satisfactory Academic Progress" standard.
- If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- LOA timeframe does not involve any additional charges from AFNA.
- Students on approved LOA need to be aware that the LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, the Financial Aid Advisor will meet with the student and provide information regarding the following:
 - loan obligations
 - possible revisions in his/her aid package
 - deferment options
 - notifications to lending institutions
 - deferments may be canceled
 - effects on veteran benefits
 - grace periods exhausted
 - consequences of not returning to AFNA at expiration of the LOA
- Student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the student will be informed that the last date of physical attendance is used for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, the student's grace period for a Title IV loan program might be exhausted.
- A LOA will be granted if the request meets the following:
 - Submitted to the school in advance unless prevented by unforeseen circumstances.
 - Submitted in writing, signed and dated with specific reasons for request explained in full.
 - Request must be approved by school official.
 - To request full one hundred eighty (180) day LOA, complete documentation and certain conditions will be needed to support said request, i.e., jury duty, military reasons (including National Guard requirements), circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

When a student takes a LOA, the contract end date is amended. To calculate the new contract end date, the amount of the days of the LOA is added onto the contract end date:

$$\text{Prior End Date} + \text{Length of LOA (days)} + \text{Holidays/Closures} = \text{New Contract End Date}$$

Please refer to the school's institutional Refund Policy and Return of Title IV Funds Policy as published in the school catalog.

SAP Determination Appeal Procedure

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy form) to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructor, and the school director. A decision on the student's appeal will be within three (3) business days by the school director and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the program, and financial aid funds will be reinstated to eligible students.

Remedial Courses

If a student fails a course or is unable to complete a course ('Incomplete'), that student may retake that course until a passing grade is achieved. However, a student may not retake a course for a grade if they have already passed the course or if they are unable to complete the course within the maximal time frame indicated for their program of study.

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

Re-Admission Policy

Students may reapply to be readmitted to the institution.

Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

About Attendance

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

Tardiness

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

A student who is marked tardy- or who leaves early - for a given class on six or more occasions will be issued a written advisement of "Make-Up Work for Unsatisfactory Attendance."

Absence

A student who misses a class session entirely will be marked absent. A student who accumulates three absences or more for any single class will receive a written advisement of "Make-up Work for Unsatisfactory Course Attendance" for that class. There are two absence classifications:

Attendance is tracked as a quantitative measure of each student's Satisfactory Academic Progress (SAP).

- Informed Prior or Excused: An absence will be considered 'absent informed' provided that the student alerts the instructor or school personnel before they are absent. Missed assignments and/or exams that occur as a result of an 'absent informed' absence may be made up by such time and date as is required by the school's Satisfactory Academic Progress (SAP) policy.
- Not Informed Prior or Unexcused: An absence will be considered 'absent uninformed' if the student does not alert the instructor or school personnel that they are planning to be absent. Missed assignments and/or exams that occur as a result of an 'absent uninformed' absence may be made up by such time and date as is required by the school's Satisfactory Academic Progress (SAP) policy.

Exam Absence

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

Make-Up Work and Time for Unsatisfactory Course Attendance

Students with three absences from a single course, whether school is informed prior to absence (or excused) or not informed prior (or not informed prior), will receive written advisement of “Make-Up Work for Unsatisfactory Course Attendance.”

The student will be offered – and expected to complete – make-up assignments designed by the school to address deficiencies in the student’s learning as a result of their absence. The student must also complete any missed assignments or exams (see ‘Absence’ , ‘Late Work’, and ‘Exam Absence’ policies). The timeframe for completing missed assignments and attendance hours is dictated by the school’s Satisfactory Academic Progress (SAP) policy.

If the student does not complete missed assignments or exams, then the student will be assigned an ‘F’ grade to those missed assignments or exams. This may place the student at risk of violating the school’s Satisfactory Academic Progress policy (see ‘Dismissal for Unsatisfactory Academic Progress’ Policy).

If the student has missed lecture time or lab time, he/she has the option to make up the time immediately by attending either the day class or evening class equivalent of any missed lesson (typically on the same day), but only if such a class is scheduled and only if it covers the same or similar lesson content. The student must complete a “make-up time” form upon attending the make-up class, and this in turn must be signed by the make-up class instructor and submitted for approval to the school director. In some cases, academic tutoring may count toward missed class time, provided that the tutoring content is identical or similar to the missed class content. Attendance to make-up session(s), if available, and/or tutoring session(s) will count favorably toward the school’s requirement to maintain 80% overall program attendance. At any time, the student may request an Interim Progress Report (IPR) detailing the percentage of scheduled program hours they have actually attended.

Dismissal for Unsatisfactory Attendance

If a student is completely absent from all courses in their program of study for fourteen (14) consecutive calendar days with no notification to the school, that student will be terminated from their program of enrollment.

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

Please also refer to ‘Dismissal for Unsatisfactory Academic Progress’ under AFNA’s Satisfactory Academic Progress (SAP) policy.

About Grading

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

Please note that Satisfactory Academic Progress is tracked qualitatively through grade point average, and quantitatively through attendance.

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

Grade and Attendance Report

Students will receive from their instructor or from the Academic Director a copy of their grade and attendance report within 14 days of the completion of any single course or multiple courses. The school may also provide this information to the student at any time upon request. This report is generally distributed to all students at the conclusion of each quarter. It is titled the 'Interim Performance Report', or IPR.

Grading Scale and Cumulative Grade Point Average

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

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

For Example: John completes four classes as recorded below:
Class A: 4.0 grade point, 1.6 quarter credits = 6.4 ACP
Class B: 3.0 grade point, 1.5 quarter credits = 4.5 ACP
Class C: 2.0 grade point, 1.6 quarter credits = 3.2 ACP
Class D: 1.0 grade point, 1.0 quarter credits = 1.0 ACP

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

Failed 'F' and Withdrawn 'W' Class Grades

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

Incomplete 'I' Class Grade ('Extra Time to Complete Unsubmitted Work' Policy)

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

Audit 'AU' Class

A graduate of a particular program of enrollment may audit a course that was included as a component of their program of enrollment if space permits and within six-months of graduating only. The student will be subject to the same attendance policy as other students, although no quarter credits or class grade will be recorded. Tuition fees will be waived for the student, though they may be responsible for fees related to course materials and/or activities. This policy applies to all classes at AFNA with the exception of predominantly hands-on "lab" classes.

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

Transfer of Credit 'T'

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

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

Experiential Credit 'EC'

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

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

Leave of Absence 'L'

Please refer to 'Leave of Absence (LOA)' policy, which is included in AFNA's Satisfactory Academic Progress (SAP) policy published in this catalog.

The 'L' placeholder grade is utilized for students who are on a Leave of Absence. The 'L' will be "restored" to its Satisfactory Academic Progress (SAP) status upon student's return to class. If the student does not return to class per the terms of the Leave of Absence, the 'L' will be replaced with an 'F' for those courses that the student began before beginning the LOA.

In Class Grading and Exams

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

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

***Exam Policy:** The final examination for each class must be passed with a minimum 70% score of the points possible for that exam. If the final examination is not passed with a minimum 70% score of the points possible for that exam, then a make-up exam will be scheduled for the student. Some classes (i. e., "lab" classes), do not have final examinations. In such cases, weight of grading is distributed among quizzes and activities, projects, & labwork.

Make-Up Exams

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

Late Work

Class assignments are due at such time and on such date that is established in advance by the school and/or by the class instructor. If students miss in-class assignments including quizzes and exams, they will be given the opportunity to make up this work. If the student is issued a written advisement of course attendance policy violation, then the instructor may also assign extra "makeup" work along with required makeup time in the form of lecture, lab, and/or academic counseling hours. See AFNA's Make-Up Work and Time for Unsatisfactory Course Attendance' Policy.

If the student does not make up the work within the timeframe governed by the school's Satisfactory Academic Progress (SAP) and Attendance policies, then the student will receive an 'F' grade for each incomplete assignment.

Grading Objection / Appeal

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

If the student's appeal relates to a determination of Unsatisfactory Academic Progress, then the student is required to provide in writing substantiating documentation including a definitive statement from the student as to why he/she failed to meet SAP standards and what has changed in the student's situation that will allow him/her to meet SAP standards no later than the next scheduled evaluation period. If a student's appeal is accepted by the institution, the program director or lead instructor will create an academic plan with that student that if followed will ensure that the student is able to meet the institution's Satisfactory Academic Progress standards no later than the end of the next evaluation period.

Please see the school's Satisfactory Academic Progress (SAP) policy for more information.

Clock Hours - to - Quarter Credits Conversion Formula

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

Lecture Clock Hours / 10 = Quarter Credits

Lab Clock Hours / 20 = Quarter Credits

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

CPR and AED Training

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

Maximum Time to Complete Program (150% Completion Rule)

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

Recipients of Title IV Federal Student Aid Funds: Students receiving Title IV funds of any kind must complete their program of enrollment within **120%** of the originally scheduled completion date. This is tied to the school's mandatory 80% attendance policy.

For example, for a student who is enrolled to complete the school's 600 clock hour Fitness and Nutrition Trainer Academy, the student would be granted an additional 120 clock hour window (approximately two calendar months) to complete courses required for graduation.

Refer also to 'Maximum Time To Complete Program - SAP' in the Satisfactory Academic Progress Policy.

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

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

Notice Concerning Transferability Of Credits And Credentials Earned At AFNA

The transferability of credits you earn at AFNA is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the AFNA Diploma in Fitness and Nutrition Training, or any of AFNA's other Certificates of Completion, is also at the complete discretion of the institution to which you may seek to transfer. AFNA has not entered into an articulation or transfer agreement with any other college or university for the purpose of accepting transfer of credit. If any coursework that you complete at AFNA is 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 AFNA will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending AFNA to determine if your coursework will transfer.

Graduation Requirements and Evidence of Completion

In order to graduate from AFNA a student must minimally meet the following standards:

- Complete every course that is required for the vocational program and achieve a minimum cumulative grade point average (CGPA) of 2.0 in accordance with the school's Grading Policy;
- Maintain minimum attendance requirements (80% of program) in accordance with the school's Attendance Policy;

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

Graduation Ceremony

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



STUDENT SERVICES

Enrollment Guidance and Orientation

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

First Day of Class Orientation

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

- School's Mission Statement
- Career Services and Support (the school can make no guarantee of employment, but employment is a primary objective of all vocational programs at the school)
- The school's "Open Door" Administrative Policy

Career Guidance and Job Placement Support

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

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

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

Housing

This institution does not provide any dormitory facilities.

Pasadena area housing and cost: Apartments and houses are available in the immediate vicinity of AFNA's Pasadena classroom, located at 350 South Lake Ave, Suite 260, Pasadena, CA 91101. Average cost for single-room shared housing within 5 miles of the Pasadena classroom: \$600

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

Child Care Resources

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

Part Time Employment Postings

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

Visitors to Class

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

Student Records, Certificates, and Transcripts

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

Students who are enrolled in the Fitness and Nutrition Trainer Academy receive an Interim Progress Report (IPR) for every 150-hour period of scheduled attendance, with the final progress report taking the form of the Official Final Transcript. For all other students, IPRs are given at the end of each scheduled period of training.

Interim Progress Reports form the basis of communicating to the student their Satisfactory Academic Progress. Any shortcomings in this regard will invite academic counseling from the school and the possibility that a student is placed on probation. This probation may also impact the student's Financial Aid Status, that is, "Financial Aid Warning."

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

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

Transfer Credit (Outgoing) Assistance

For students who are seeking to receive academic credit at another institution for coursework they completed at AFNA, the school provides the following assistance:

- Official Transcript is directly mailed to the designated institution in a sealed envelope
- Upon request, course syllabi and lesson plans may be emailed to the designated institution
- Upon request, AFNA will provide any additional information to the designated institution that is available and that may assist them in approving the incoming transfer credit request on behalf of the AFNA student

Library and Reference Access

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

Academic Counseling and Tutoring

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

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

Drug and Alcohol Abuse Prevention

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

Beyond the inherent health and legal problems that may arise from the illegal use of drugs and alcohol, any student who is convicted of a drug felony crime is ineligible to participate in Title IV financial aid programs.

AFNA is committed to maintaining a safe, secure, and crime-free learning environment that is completely free of alcohol and use of illicit drugs,

Please refer to these other school policies regarding the use of drugs and alcohol on campus:

- Advisement Regarding Drug Offense Felony Conviction
- Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol
- No Tobacco Use or Marijuana Use - No Smoking
- Campus Security and Fire Safety

Every two years, the school reviews its drug and alcohol abuse prevention policy to maintain a safe, secure, and crime-free learning environment. The next scheduled date for review is in April 2019.

Field Trips

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

Website and Social Media

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

Directory Information and Use of Student's Image

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



CODE OF CONDUCT POLICY

Misconduct Policy

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

Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

AFNA strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the school's property or as part of any school activity.

The school will impose sanctions for violation of standards of conduct, including suspension and/or termination of any student found to be in conflict with these standards.

In addition, violation of this policy may result in applicable state, local, and federal legal action, including:

1. Fines ranging from less than \$100 to thousands of dollars;
2. Community service;
3. Jail time, or extended prison time.

Note: Students who have been convicted on a felony drug charge are not eligible to participate in Title IV federal student aid programs.

On the grounds of risk to personal and public health, the school also discourages use of illegal drugs and alcohol in all cases. Upon request, the school will provide materials to students and school personnel that detail health risks associated with illicit use of drugs and alcohol, including risk of dependence, short and long-term effects, and circumstance of overdose.

The school provides students and school personnel with drug and alcohol counseling and rehabilitation resources upon request. Please refer to the school's 'Drug and Alcohol Abuse Prevention' policy.

AFNA is committed to maintaining a safe, alcohol-free and illicit drug-free training environment for students and staff.

No Tobacco Use or Marijuana Use - No Smoking

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

Copyright Infringement

UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL, INCLUDING UNAUTHORIZED PEER-TO-PEER FILE SHARING, MAY SUBJECT A STUDENT TO CIVIL AND CRIMINAL LIABILITIES.

The legal penalties for copyright infringement are:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from \$200 to \$150,000 for each work infringed.
3. Infringer pays for all attorneys fees and court costs.
4. The Court can issue an injunction to stop the infringing acts.
5. The Court can impound the illegal works.
6. The infringer can go to jail.

Students who are found to have violated the school's copyright infringement policy, including students who have engaged in illegal peer-to-peer file sharing as described above, and notably if such action was undertaken by means of the school's network or information technology systems, will be subject to dismissal for code-of-conduct violation.

Fitness Readiness and Hygiene

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

Personal Calls and Mobile Phone Use

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

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

Food and Drink

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

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

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

Dismissal for Code of Conduct Violation

AFNA may issue a verbal or written warning, or dismiss a student immediately for any Code of Conduct violation as based on the seriousness of the violation, which shall be gauged at the sole discretion of the school. If dismissed for a Code of Conduct violation, the student will be ineligible for admittance or readmittance to any school program and may or may not be issued a refund per AFNA's Institutional Refund Policy. For students who are participating in Title IV Financial Aid programs, a Return of Title IV funds may also be applicable. Please refer to the school's Return of Title IV funds policy (R2T4) for more information.



GENERAL SCHOOL POLICIES

School Policies and Student Understanding

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

Class Size and Enrollment Minimums

AFNA limits the size of all its on-site Career Fitness Education classes to 20 students or less to ensure beneficial interaction between instructors and students.

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

Students with Disabilities

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

Campus Security and Fire Safety

AFNA is committed to maintaining a secure, crime-free environment for the enjoyment of students and staff alike. Each year in October, the school produces an annual **Campus Crime and Fire Safety Report** to review crime or safety incidents at the school and to consider prevention strategies and procedures that enhance safety.

The school's creation of this report is required under regulations put forth by the Higher Education Act of 1965. For a copy of this report, or for excerpts from this report, please contact the school director.

A Fire and Safety Main Campus drill is scheduled at least annually on or around September 1. Students may obtain a copy of the school's Fire Safety / Evacuation plan for both the main campus and the auxiliary classroom upon request.

The school keeps ready and available Incident Report forms in the event that a student or staff member needs to report a crime or safety incident as it may have taken place at the school.

Personal Property Responsibility

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

Student Change of Address, Phone, and/or Email

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

Notification of Rights Under The Family Educational Rights and Privacy Act (FERPA)

Privacy of Student Information (FERPA)

The American Fitness and Nutrition Academy (AFNA) annually notifies students of their rights under FERPA by updating the document content and distribution electronically. The policy and/or its updated versions are supplied yearly to students and staff upon request.

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from school records and defines students' rights to review their records and request a change to those records.

FERPA generally gives postsecondary students the right to review their education records, to seek to amend inaccurate information in their records, and to provide consent for the disclosure of their records.

These rules apply to all education records a school keeps, including admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student.

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns.

FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent, such as; Disclosures to school officials, Disclosures to government agencies, Disclosures in response to subpoenas or court orders. The school must maintain documentation of the information disclosed and to whom, or what agency.

AFNA makes reasonable efforts to notify a student who is the subject of a subpoena or court order before complying, so that the student may seek protective action (unless the court or issuing agency has prohibited such disclosure).

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day that AFNA ("School" or "Institution") receives a request for access. A student should submit to AFNA's Academic Affairs department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. AFNA is required to provide the student with copies of education records or make other arrangements to provide the student access to the records. The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to the records.
3. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask AFNA to amend a record should write to the attention of the AFNA School Director, clearly identify the part of the record the student wants changed, and

specify why it should be changed.

If AFNA decides to deny the request, AFNA will notify the student in writing of the decision and the student's right to a hearing to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to provide written consent before AFNA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. AFNA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by AFNA in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of AFNA who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for AFNA.
5. AFNA will annually notify its students of their rights under FERPA.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by AFNA to comply with the requirements of FERPA. The name and address of the office administering FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202 – 4605

Phone:

202-260-3887

Email:

ferpa@ed.gov (schools only)

Web Site Address:

www.ed.gov/offices/OM/fpc

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within AFNA whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General,

the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

HIPAA & FERPA

- FERPA does not limit what records a school may obtain, create, or maintain. It provides safeguards for education records.
- As relates to the Health Insurance Portability and Accountability Act (HIPAA), AFNA normally obtains and maintains health records for each student who applies for services or waivers. So, the receipt and maintenance of health records by student's services' units is well established. If a health record is used to make a decision in regard to a student's

education program, (e.g., whether a student should receive extended time for testing; or be exempt from an academic requirements, such as SAP) the health record may be construed to be an education record. In that case the normal FERPA provisions for safeguarding the record would apply.

Health and Safety Exemption Requirement

- A health and safety exemption permits the disclosure of personally identifiable information from a student's record in case of an immediate threat to the health or safety of students or other individuals.
- The School follows the provisions outlined in the regulations as follows:

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Patriot Act Changes to FERPA

In response to the terrorist attacks on the United States that took place on September 11, 2001, Congress made changes to FERPA. Section 507 of the USA Patriot Act amended FERPA, which now contains 16 exceptions to the general rules. Public Law 107-56; DCL April 12, 2002

Grievance Procedure

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

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

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

For grievance or objections related specifically to Satisfactory Academic Progress (SAP), including ineligibility for participation in Title IV financial aid programs, please refer to the school's SAP policy.



My Notes

The American Fitness and Nutrition Academy | School Catalog | Valid From 1/1/2018 through 12/31/2018

Question One

Answer:

Question Two

Answer:

Question Three

Answer:

General Notes

OFFICE USE ONLY

Have you applied for Admission to AFNA before?

Yes No

If 'Yes', on what date? _____

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

- or -

Upon Completion and Signature of this form, you may:

- Scan and Email to enroll@afna.com; or
- Fax to AFNA at (626) 768-7665; or
- Hand deliver or mail to AFNA (see Catalog for address)



APPLICATION FOR ADMISSION

Student Information

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

Current Address

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

Permanent Address (if different from current address)

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

Emergency Contact Information

Name and Relation to Student:

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

<input type="checkbox"/> Yes, AFNA may contact my Primary Care Physician regarding my physical activity readiness.
Physician's Name (If 'Yes')
Phone _____
Email _____

Please Continue Application on Page 2

Select Your Program(s)

School Location

Pasadena

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

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

Desired Enrollment

Winter Summer
 Spring Fal

Year: _____

Program Format:

Day Intense
 Evening Other

Application Detail

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

If you have not completed a High School Diploma Other:

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

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

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

Chapter 33 (Post 9-11) Chapter 30 (Montgomery) Chapter 35
 Chapter 31 Chapter 1606 VRAP

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

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

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

Alone Spouse Dependent(s)

International Students ONLY

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

TOEFL

TOEIC

(Excellent, Good, Poor)

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

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

Please explain:

	▲
	▼

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

Please explain:

	▲
	▼

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

Signature

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

Date

Student Signature

Date

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