

**CalRegional Training Institute
135 Camino Dorado, Suite 21
Napa, CA 94558
Office: (800) 927-5159
www.calregionalti.com**

**Catalog of Courses
January 1, 2018 to December 31, 2018**

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Institutional Mission and Objectives

The mission of CalRegional Training Institute is to provide students with high-quality affordable healthcare career education programs. Our fast-paced programs are designed for busy adults seeking a new career as a healthcare professional and for individuals looking to enhance their knowledge and skills in the healthcare field.

Our objective is to provide students with a hands-on training experience focused on the most up-to-date skills and techniques. We emphasize professionalism and inspire students to be leaders on the job and in their communities.

Instructional Location

135 Camino Dorado, Suite 21
Napa, CA 94558

Description of the Facilities & Type of Equipment Used for Instruction

CalRegional Training Institute is located at 135 Camino Dorado, Suite 21, Napa, CA 94558. The school occupies an area that is approximately 3,334 square feet and includes a student break area with restrooms, administrative suites and an academic suite. The administrative suite is comprised of 2 offices for administrators, program directors and instructors. It includes 6 cubicles, locked student file storeroom, 1 conference room, bathroom and a break room. The academic area is comprised of 1 large classroom with an integrated lab and 1 computer lab and learning resource library. The classroom can accommodate up to 40 students. The classroom is equipped with a computer, overhead projector and sound system. The integrated lab is equipped with 5 phlebotomy chairs, 1 examination table and equipment necessary for the clinical/practical portion of the programs.

Library Resources

Learning resources are available to meet the instructional needs of the students. The learning resources include access to books, periodicals, videos and specially selected internet sources of information which support the learning objectives of the programs being offered. Students may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

Admissions Policies & Recognition of Credits

All Programs

1. Student must have a high school diploma, GED or equivalent. Foreign Diplomas must be evaluated for U.S. equivalency. For more information go to [Academic Evaluation Services](#).
2. Student must be 18 years of age or older at the time of program start date.
3. A basic Math and English Assessment will be administered on the first day of class. Students are required to pass both the Math and English Assessment with a score of 70% or better. Students are allowed 2 attempts to pass the Math and English Assessment.
4. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
5. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
6. No Ability to Benefit Students will be admitted.
7. This institution has not entered into an articulation or transfer agreement with any other institution.

Student's Right to Cancel -

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a registration fee not to exceed one hundred fifty dollars (\$250). A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 135 Camino Dorado, Suite 21, Napa, CA 94558, by email to admin@calregionalti.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Grades and Standards for Student Achievement - Satisfactory Progress

Students must maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program. The grading policy includes: In-class labs, homework assignments, quizzes, midterm and final exams, participation, attendance and prerequisites. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

GRADING SCALE	
In-Class Labs	20%
Homework Assignments	10%
Quizzes	20%
Midterm and Final Exam	40%
Participation/Attendance/Prerequisites	10%
	100%

Students who receive less than 70% on the midterm or final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 70% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative grade point average falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student **will not** be allowed back to class will not be eligible to take the state licensing exam and **will not** be entitled to a refund.

Attendance Policy

Classroom Instruction

Students are required to attend more than 95% of the scheduled sessions throughout the entire program. When a student falls below 95% attendance they will be given a verbal warning by their instructor. When a student falls below 90% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: CalRegional Training Institute, Suite 21, Napa, CA 94558.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus: CalRegional Training Institute, Suite 21, Napa, CA 94558. The written notice must contain a statement of the nature of the request. At the discretion of the

Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: CalRegional Training Institute, Suite 21, Napa, CA 94558 or by email to admin@calregionalti.com. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- Complaint procedures

- Right to Cancel

- Student Tuition Recovery Fund

- Notice Concerning Transferability of Credits

- Student Grievance Procedures

- Student Rights to Inspect Records and Obtain Transcripts

- Non-Discrimination Policy

- Academic Freedom

- Sexual Harassment

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not provide placement assistance.

Student Housing

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

CalRegional Training Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

CalRegional Training Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a

difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Professions – Requirements for Eligibility for Licensure

Clinical Medical Assisting

Certification is a goal of this program. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CCMA) through the National Healthcareer Association (NHA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).

Pharmacy Technician

Certification is a goal of this program. In order to gain licensure as a Pharmacy Technician through the California Board of Pharmacy, the student must have successfully completed 240 hours of instruction as specified in Title 16 California Code of Regulations Section 1793.6(c)

Faculty

Clinical Medical Assisting

Candy Peralta

- Medical Assistant/Phlebotomy Instructor since 2003
- Licensed Phlebotomy Technician I – CPT 00000181
- Certified by American Medical Technologists as an RMA

Pharmacy Technician

Kristian Raynor

- National Certified Pharmacy Technician
- Registered Pharmacy Technician, California State Board of Pharmacy Lic.#34976

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee (non refundable)	STRF (non refundable)	Textbooks	Externship Fee (non refundable)	Total
Clinical Medical Assistant	\$2,546	\$250	\$0	\$0	\$199	\$2,995
Pharmacy Technician	\$2,546	\$250	\$0	\$0	\$199	\$2,995

Student Supplies Not Included in the Tuition

Pharmacy Technician Est Total \$265 <ul style="list-style-type: none"> • Textbooks - \$110 • Scrubs - \$20/set • Exam Review & Test Fees - \$135 (not required) 	Clinical Medical Assistant Est. Total \$250 <ul style="list-style-type: none"> • Textbooks - \$130 • Scrubs - \$20/set • Blood Pressure Cuff & Stethoscope \$20 • Background Check \$80
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Clinical Medical Assistant

Total Charges for Current Period of Attendance	\$2,995
Estimated Total Charges for the Entire Educational Program	\$3,245

Pharmacy Technician

Total Charges for Current Period of Attendance	\$2,995
Estimated Total Charges for the Entire Educational Program	\$3,260

Programs

Name of Program	Clinical Medical Assistant
Program Description	The program is designed to train students to perform a variety of administrative, laboratory and clinical duties. The program introduces the student to front office administrative responsibilities such as record keeping, scheduling appointments and processing insurance claims. The majority of the program will focus on back office clinical responsibilities. Students will receive hands-on training on how to conduct a variety of diagnostic tests, take vital signs, draw blood (venipuncture), give injections and assist the doctor in patient procedures. Students will also learn medical terminology, anatomy, physiology and pharmacology.
Program Mission & Objectives	The mission of this program is to provide high quality healthcare assistant training that prepares the student for the ever changing healthcare environment. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CCMA) through the National Healthcareer Association (NHA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).
Total Clock Hours	320 Hours
SOC	Medical Assistant. (SOC 31-9092.00)
Final Tests or Exams	Yes
Required Internship or Externship	Yes

Modules of Instruction

The Medical Assistant and the Health Care Team (32 Hours)

In this module the student will learn the fundamental knowledge, skills and responsibilities of the Medical Assistant including administrative skills, legal issues, communication skills and medical records/documentation.

Anatomy and Physiology (96 Hours)

In this module the student will learn medical terminology for anatomy and physiology, diseases, medical procedures, treatment for all 11 body systems. Clinical procedures taught in this module include injections, medical and surgical aseptic transfers, vital signs determination, assisting with physical exams, use of personal protective equipment, positioning and draping, patient history, EKG, phlebotomy, disinfection and sterilization, assisting with minor procedures, ambulatory aids, wound and cast care, medical office emergencies pulmonary functions testing and POC/CLIA waived testing.

Pharmacology (8 Hours)

In this module the student will learn the principles of pharmacology including types of medications, medication administration (oral, transdermal, topical, and parenteral), mechanisms of drug action, dose-response relations, pharmacokinetics, drug delivery systems, drug metabolism, toxicity of pharmacological agents, medical math and dosage calculations, drug interaction and substance abuse.

Pediatric Examinations (8 Hours)

In this module the student will learn the about pediatric patient care to include growth and development, pediatric office environment, the Medical Assistant role in pediatric care, child neglect and abuse, plot data on a growth chart, site selection for injections, well-baby checkups, vaccination administration recording and vision and hearing screening.

Workplace Readiness (16 Hours)

In this module the student will learn workforce entry though career exploration and planning, interview preparation, employment acquisition, communication and workplace skills development and resume writing skills.

Clinical (160 Hours) 160 hour clinical externship in a healthcare setting

Name of Program	Pharmacy Technician
Program Description	The Pharmacy Technician program is designed to help students acquire the practical knowledge and the specialized skills they will need as an entry-level pharmacy technician. Pharmacy Technicians work under the supervision of a licensed pharmacist in a variety of settings including pharmacies, hospitals, clinics, retail stores, mail-order and online businesses. As a pharmacy technician student will be responsible for receiving and filling prescriptions, assisting customers, maintaining customer records, answering phones, updating records in the computer system and taking payments.
Program Mission & Objectives	The mission of this program is to provide training that prepares students with the educational tools needed to become a qualified Pharmacy Technician. The program alone will qualify students for California State Licensure. No exam is required. Students who pass the program may take the Pharmacy Technician Certification Exam (PTCE) through the Pharmacy Technician Certification Board (PTBC).
Graduation Requirements	To complete this program the student must: <ul style="list-style-type: none"> a) Attend at least 95% of the scheduled hours of instruction. b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program.
Total Clock Hours	302 Hours
SOC	Pharmacy Technician (SOC 29-2052.00).
Final Tests or Exams	Yes
Required Internship or Externship	Yes

Modules of Instruction**Introduction to Pharmacy (12 Hours)**

An Introduction to Pharmacy introduces the student to the past, present and future of pharmacy practice. Key attributes and skills of the professional pharmacy technician are covered, as well as foundational concepts on communication, customer service, patient care, pharmacy law and professional ethics.

Lessons include:

- History of Pharmacy Practice
- Future of Pharmacy Practice
- The Professional Pharmacy Technician

- Communication & Customer Care
- Pharmacy Law & Ethics

Introduction to Pharmacology (12 Hours)

An Introduction to Pharmacology introduces the student key concepts for pharmacy technicians, including: terminology, abbreviations, dosage formulations and administration, how the body and drugs work and drug classifications. The topics covered in this course are instrumental for a solid understanding of material covered in subsequent courses.

Lessons include:

- Terminology & Abbreviations
- Dosage Formulations & Administration
- The Body & Drugs
- Drug Classifications

Pharmacy Technician Practice (Hours 32)

Pharmacy Technician Practice focuses on retail, institutional pharmacy, pharmacy practice. Students will review the characteristics of the different pharmacies and the roles and responsibilities of the pharmacy technicians that work in them. This module also covers important topics such as inventory management, aseptic technique, compounding and special considerations

Lessons include:

- Retail Pharmacy
- Institutional Pharmacy
- Inventory Management
- Introduction to Compounding
- Medication Safety and Error Prevention

BLS/CPR American Heart Association – Basic Life Support/CPR (6 Hours)

Pharmacology and Medications (116 Hours)

Pharmacology and Medications provides an in-depth study of the anatomy and physiology, common diseases, and treatments associated with the various body systems.

Lessons include:

- The Immune System
- The Cardiovascular, Circulatory and Lymph Systems
- The Hematological System
- The Respiratory System
- The Endocrine System
- The Gastrointestinal System
- The Renal System
- The Musculoskeletal System
- The Reproductive System
- The Nervous System
- The Respiratory System
- The Dermatological System

Clinical (120 Hours) 120-hour clinical externship in a retail or institutional pharmacy

REQUIRED DISCLOSURES

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 or by fax (916) 263-1897

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

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CalRegional Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include

contacting an institution to which you may seek to transfer after attending CalRegional Training Institute to determine if your certificate will transfer.”

Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

Language Proficiency

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English. This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Loan Repayment

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

Financial Aid Disclosures

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

“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 the 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 are 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 a 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 more than 120 days before the closure of the institution or 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.