

Bentley-Forbes Security Training Academy

1/1/2018 – 12/31/2018 Catalog

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MISSION

It is our mission to provide top of the line, comprehensive training and the best most efficient security education available. Our students will become equipped with the knowledge and training necessary to succeed in the private security and related industries. Further, they will be given the most up to date information and technique available through our continuing research and updating of our training materials. We will continue to serve our student base with required and optional periodic update training and education to continue throughout their career and life.

Objectives

Bentley-Forbes Security Training Academy prepares students to achieve their future goals in the chosen field of their professional career in accordance with the following objectives:

- To encourage and foster the value of life-long learning in our students;
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.
- To provide necessary encouragement for critical thinking that is essential in the professional world.

Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.

Non-Discrimination Policy

Bentley-Forbes Security Training Academy is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Disclosure Statements

- ✓ Bentley-Forbes Security Training Academy is a private postsecondary institute licensed to operate and in compliance with the Bureau for Private Postsecondary Education.
- ✓ Bentley-Forbes Security Training Academy is not accredited.
- ✓ Bentley-Forbes Security Training Academy does not offer distance education and does not plan to offer distance education.
- ✓ 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 P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✓ 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 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).
- ✓ Bentley-Forbes Security Training Academy does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not 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 (11 U.S.C. Sec. 1101 et seq.).
- ✓ Bentley-Forbes Security Training Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
- ✓ Bentley-Forbes Security Training Academy does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- ✓ If student obtains a loan to pay for an educational program, the student will have the responsibility of 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 money not paid from federal student financial aid program funds.
- ✓ The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- ✓ Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- ✓ Bentley-Forbes Security Training Academy is not approved to participate in State or Federal Student Aid programs.
- ✓ Bentley-Forbes Security Training Academy does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- ✓ Bentley-Forbes Security Training Academy does not provide housing assistance services to the students.
- ✓ There are available housing options located reasonably near the institution's facilities. The average cost of 1 bedroom housing in the area is \$1,400 - \$1,900.
- ✓ Students will find rental information on Craig's List at <https://losangeles.craigslist.org/search/hhh>

- ✓ Bentley-Forbes Security Training Academy has no responsibility to find or assist a student to find housing.
- ✓ The catalog is updated once a year or whenever policies are changed.
- ✓ It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution 's website to all prospective students.

Facilities

All class sessions are held at the main Bentley-Forbes Security Training Academy, Inc. campus which occupies 400 square feet in the facility located at 15720 Ventura Boulevard, #417, Encino, CA 91436. The campus has easy access to public transportation with the facility equipped with one general-purpose kitchen area, one administrative office and one dedicated classroom that are well lighted and air-conditioned. Students receive instruction on school owned equipment, hardware and software without charge. The facility and equipment used, fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The campus is wheel chair accessible. Bentley-Forbes Security Training Academy provides materials and equipment required for students while in training, without charge. All equipment is owned by Bentley-Forbes Security Training Academy.

Students will have access to Pepper Spray Canisters with Belt Holders, American Red Cross Defibrillators AED Training Devices, Nasco CPR Prompt Manikins, disposable plastics gloves, disposable face guards/mask, disposable bandages, Form Practice Baton – 28 inches long, Foam Striking Bag (for jabbing, striking, swinging), Motorola 2 Way Radios, 100 Rounds of Ammo, Paper Targets (2 per student), Disposable Ear Protection, Safety Goggles, Belts with Holsters with Magazine, Ruger P95 Guns, Glock 40 Caliber Guns, Glock 9mm Guns, Sets of Handcuffs with Keys and Handcuff Cases.

Bentley-Forbes Security Training Academy does not own a firing range. All firearm practice will be conducted at Angeles Shooting Range, at 12651 Little Tujunga Canyon Road, Lake View Terrace, CA 91342. Payment for use of the facilities will be borne by Bentley-Forbes Security Training Academy and not by the student.



Hours of Operation

Office hours are from Monday through Friday 9:00 AM to 5:00 PM.

Classes are held at the following times:

8:00 AM to 12:00 PM – Class preparation, lecture, lesson, discussion

12:00 PM to 1:00 PM - Lunch break

1:00 PM to 5:00 PM – Practical application, additional lecture/lesson/discussion, recap

An 8-hour day, less 60 minutes for lunch, plus a total of 2.5 hours of homework weekly ultimately accounts for 40 hours of instruction per week. Firearm practice will be conducted during class hours and students will be expect to arrive at the firing range on time.

ADMISSIONS POLICIES

Procedures for Admissions

Potential applicants should contact Bentley-Forbes Security Training Academy by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

Admission Standards

For admission to one of the Bentley-Forbes Security Training Academy's programs, a potential student must complete all of the following:

- ✓ Attend an initial personal interview with an Admissions Advisor and receive a tour of the campus.
- ✓ Must be at least 18 years of age to be considered for admissions.
- ✓ Must have obtained a high school diploma or equivalent
- ✓ Must be able to speak, read and write in English (see Page 9).
- ✓ Must show proof of Citizenship or legal status (INS Card)
- ✓ Must have no felony or violent misdemeanor convictions.
- ✓ Complete and submit a Bentley-Forbes Security Training Academy application form.
- ✓ Complete, sign, and submit a Bentley-Forbes Security Training Academy enrollment agreement.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- ✓ Pay a registration fee of \$100.00.

English Language Requirement

Bentley-Forbes Security Training Academy does **not** provide English language services.

All instruction is conducted in English only.

It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak English proficiency.

Though it should be obvious whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require applicants to submit a proof of English proficiency, in the form of:

- A TOEFL (Test of English as a Foreign Language) score of 550 or higher. In such instances the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language.
- A report from a valid English Language School verifying completion of course level equivalent to a 550 paper-based TOEFL score.

Notice concerning transferability of credits and credentials earned at our institution.

The transferability of credits you earn at Bentley-Forbes Security Training Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational programs 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 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bentley-Forbes Security Training Academy to determine if your certificate will transfer.

ACADEMIC POLICIES

Bentley-Forbes Security Training Academy's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Attendance

Regular and successive attendance is expected of all students enrolled in school's courses and programs. School staff will counsel with any student whenever any absences are affecting the student's learning and retention of the course materials. A student may be dropped from a course if the number of hours absent, (5 consecutive hours without approval) interferes with the student's ability to achieve an acceptable level of competence during the remaining course period.

Tardiness

Arrival to class on time is expected of all students enrolled in School's courses. School staff will counsel with any student whenever tardiness is affecting the student's learning and retention of the course materials.

Leave of Absence

The school's programs and courses are "hour" based, not semester based. It is the policy of school to allow for a leave of absence in only the most of extreme circumstances. In order to be granted a leave of absence, a student must make a written request to the school. A leave of absence should not exceed one month, and only one leave of absence may be granted during the enrollment period.

Drop-Out

It is Bentley-Forbes Security Training Academy wish that all students enrolled in a course will complete that course and benefit from the information and experience they acquired. Students are encouraged to find solutions to obstacles that he or she may be facing and ensure continued attendance in the course until complete. The school will contact, by telephone, any student who has dropped out of the program in order to assess the circumstances behind their decision.

Grading Policy and Graduation Requirements

To remain in good academic standing and to receive credit for classes taken, students must maintain an acceptable level of performance through either written tests or hands on evaluation. Many of the courses are pass / fail, however some classes are based upon California State Bureau of Security Investigative Services standardized curriculum. To pass these courses, students must meet any state standards.

P = Pass

F = Fail

I = Incomplete

An incomplete rating or grade will convert to an “F” if not made up within the specified time period. (see: Special Grading Circumstances on next page.) If a student withdraws from a course within the first 2 hours, he or she will receive a “W” (Withdrawal). A grade of withdrawal shows no earned credit.

Standards to Measure Academic Progress

- a) Any student who is past due on any assigned training may be given a warning notice to bring his or her assignments current in any respective course.
- b) A student who is 4 class hours or more past due in a course may be given a probation notice. This probation period is for a 5-day period to allow the student the time to complete any unfinished projects in his or her course.
- c) A student will be put on probation if, at the time of the evaluation, he or she does not have a passing grade in a particular course. Each student will be given a probationary opportunity with remedial training. If after remedial training has taken place, the student cannot pass or complete the required classwork, probation may be terminated.

Special Grading Circumstances

Incomplete: Students have 30 days to make up an incomplete. If not, their grade will revert to an “F” (failed) and will become part of their overall GPA / Pass/ Fail grade.

Make-Up Work

Make-up work is not provided to students. However, in a probation situation, remedial training will be provided in order to assist students with program completion.

Probation

Any student with a non-passing grade point average, will be put on probation. The student shall be advised of probation status in a prompt manner. A student shall be removed from academic probation when the cumulative performance and grade is brought to a passing level.

STUDENT SERVICES

Bentley-Forbes Security Training Academy offers student services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

Placement Services

Bentley-Forbes Security Training Academy does not guarantee employment for its graduates. The staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

Private security is in very high demand right now and virtually all students that receive adequate training will be able to find employment immediately following graduation.

At Bentley-Forbes, we take job placement very seriously and it is extremely important to us that our students are employed in the industry of their choosing. We regularly communicate with many employers in the private security industry and maintain a list of all active job openings. We also call the employers on behalf of our graduates and regularly hold job fairs upon completion of the program.

Upon completion of the programs students will have training that can lead them to professions under the following US Department of Labor Standard Occupational Classification (SOC) codes: 33-0000, 33-1000, 33-1010, 33-1090, 33-1091, 33-1099, 33-3000, 33-3020, 33-3021, 33-3040, 33-3041, 33-3050, 33-9000, 33-9020, 33-9021, 33-9030, 33-9090, 33-9099

Library and Learning Resources

Bentley-Forbes Security Training Academy has established a resource center consisting of textbooks and periodicals providing information in the various security related and business administration disciplines offered by the institution. The institute subscribes to the several periodicals that expose students and faculty to the very latest in the security industry. In addition, Bentley-Forbes Security Training Academy offers a wide variety of resource material related to general education including textbooks on cultural diversity, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. Student may sign out books, videos or CDs out for a period of 2 weeks. Books may be renewed only twice. Students are limited to two (2) books to be checked out at one time. Students are held responsible for any book checked out. All learning resources are available to students at no additional charge.

Dismissal Policy

An important element of the training at Bentley-Forbes Security Training Academy includes the development of professionalism. The high standards maintained in Bentley-Forbes Security Training Academy programs prepare each student to meet the highest expectations of employers. Bentley-Forbes Security Training Academy expects students to conduct themselves in a socially acceptable manner at all

times. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State or local law on school premises or at school sponsored functions.

Dress for Success

Professional dress is recommended at all times, and for some programs, specific uniforms are required. When uniforms are required during instruction, they are issued to students at no additional cost. The dress policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of Bentley-Forbes Security Training Academy expectations for graduation. Should one not have the proper attire to professionally interview, it is recommended that one begin obtaining a suitable wardrobe during the early days of training. Students should discuss with their instructor and/or the Placement Office, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore, all students will want to look their best. Good personal hygiene is required. Hair must be professional in style and clean.

Student Grievance Procedure

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their Instructor. If the Instructor is unable to resolve the situation, the student is to meet with the Program Director. If the matter is still not resolved, it should be brought to the attention of the Chief Academic Officer for final resolution. Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the Chief Academic Officer, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows:

1) The written grievance must be submitted to the Chief Academic Officer within 48 hours of the incident. The Chief Academic Officer will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Chief Academic Officer will call a Grievance Committee Hearing within 72 hours of receipt of this report.

2) All documentation must be submitted with the report, which is to be signed and dated by the student. The Chief Academic Officer will chair a committee meeting which will consist of not less than 3 representatives.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee hears all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833 www.bppe.ca.gov Tel (916) 431-6959, (888) 370-7589 Fax (916) 263-1896 by e-mail to: bppe@dca.ca.gov

Mailing address:
Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

Liability

Bentley-Forbes Security Training Academy assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

Confidentiality of Student Records

All student records are kept on file. Files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act of 1974, school will not release educational records to unauthorized persons without prior written consent from a student, a parent or a legal guardian. Bentley-Forbes Security Training Academy will keep student records for five years from the student graduation date.

Retention of Records

Bentley-Forbes Security Training Academy will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If

an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees/charges.

Campus Security

Bentley-Forbes Security Training Academy makes the following information available to all members of the institution. All emergencies occurring at Bentley-Forbes Security Training Academy should be reported immediately to the Chief Executive Officer and/or Chief Operating Officer. All criminal activities occurring at the institution should also be reported immediately to the Chief Executive Officer and/or Chief Operating Officer. It is the policy of the institution that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the Chief Executive Officer and/or Chief Operating Officer. The Chief Operating Officer must report crime on campus to appropriate police agencies.

SCHEDULE OF CHARGES

| | Hrs. | Registration | Tuition | Books/Supplies | STRF * | **Total Cost |
|-----------------------------|------------|-----------------------|-------------------|-----------------------|-------------------|-------------------|
| PROGRAMS OF STUDY | | <i>Non refundable</i> | <i>Refundable</i> | <i>Non Refundable</i> | <i>Refundable</i> | <i>Refundable</i> |
| Security Guard | 40 | \$100.00 | \$1,050.00 | INCLUDED | \$0.00 | \$1,150.00 |
| Armed Security Guard | 126 | \$100.00 | \$2,247.00 | INCLUDED | \$0.00 | \$2,347.00 |

*Since January 1st 2015 the STRF fee has temporarily been reduced to \$0.00

**These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

***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 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.”

CANCELLATION AND REFUND POLICY

Students Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction including any unused/ unopened equipment, such as unused/ unopened books, materials, and supplies, or any other goods and services included in the agreement, *and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.* Cancellation shall occur when you give written notice of cancellation at the address of the Academy shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days, unopened/unused following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition (unopened/unused) within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition (unopened/unused), within 45 days after your notice of cancellation is received. Any used or opened books and supplies may not be returned for credit under any circumstances.

Student Withdrawal, Refund Policy

The student has the right to withdraw from a program of study at any time and pay only for tuition reflective the amount of time the student was enrolled. If the student withdraws prior to completion of the Program of study in which she/he is enrolled the Academy determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the Program. Should the number of scheduled hours during the student’s enrollment in the Program exceed sixty percent (60%) of the total hours in the Program, the Academy shall have earned and will retain 100 percent of the institutional charges assessed to the student, as explained on page one of the Enrollment Agreement.

If the student withdraws from his/her program of study after the deadline for the student’s right to cancel the Agreement has passed and the student is entitled to a refund per the pro rata calculation mentioned above, the Academy will issue such refund to the student less a registration fee \$100.00, within 45 days.

PROGRAMS

Security Guard 40 clock hours

The objective of the Security Guard program is to provide students with the basic training requirements necessary to work as an unarmed security guard within the state of California. This program follows the standards prescribed by section 7583.6 (b) of the business professions code. The purpose of this program is to obtain the minimum required training required under section 7583.6 (b) of the business professions code for unarmed security guards in the state of California. Upon completion of the 40 hour program, students will be qualified to work as unarmed security guards in the state of California, in addition to areas of loss prevention, event security, hotel security, restaurant, building and front desk security.

After successfully completing this program, the student will be able to perform the following:

- ✓ Apply basic first aid and cardiopulmonary resuscitation (CPR) techniques.
- ✓ Conduct emergency procedures.
- ✓ Understand the importance of ethics and professional conduct.
- ✓ Make observations and write reports concerning security incidents.
- ✓ Perform crime and accident prevention techniques and accident scene protection.
- ✓ Terrorism Awareness.
- ✓ Identify entrepreneurship opportunities in the private security industry.
- ✓ Understand the importance of public and interagency relations.
- ✓ Understand the fundamentals of personal security.
- ✓ Demonstrate interpersonal and professional communication skills.

| Course Num. | Course Name | Clock Hours |
|-------------|---|-------------|
| | LEVEL I POWER TO ARREST COURSES | |
| BF 1101 | Powers to Arrest | 4 Hours |
| BF 1102 | Weapons of Mass Destruction & Terrorism Awareness | 4 Hours |
| | LEVEL II MANDATORY COURSES | |
| BF 2101 | Public Relations (Community & Customer) | 4 Hours |
| BF 2102 | Observation & Documentation | 4 Hours |
| BF 2103 | Communication and its Significance | 4 Hours |
| BF 2104 | Liability and Legal Aspects | 4 Hours |
| | LEVEL II ELECTIVE COURSES | |
| | 16 Hours of Electives courses | 16 Hours |
| | | 40 Hours |

Requirements for Completion

Due to the short length of the course, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the school will make best efforts to remediate that student in a timely manner; otherwise the student may attend subsequent courses to make up the work. There is a strict policy on exam scores:

- 1) Guard Card Level 1 Exam – 45 Questions – Must achieve 100% to pass.

Advanced Security Officer 126 clock Hours

The Advanced Security Officer program trains civilians to achieve the highest level of knowledge and preparation available in Southern California, in the field of private security. Students will learn via lecture, interaction, quiz, and written exams. Students will also benefit from hands on practice shooting their firearm in the gun range with live rounds, and use the baton, handcuffs, pepper spray, and stun gun. Upon completion of the 126 hour program, students will be qualified to work in professions including but not limited to security officers, armed security officers, body guards or executive protection agents, associate private investigators, security directors, consultants, loss prevention, vehicle patrol and alarm response officers, etc..

After successfully completing this program, the student will be able to perform the following:

- ✓ Apply basic first aid and cardiopulmonary resuscitation (CPR) techniques.
- ✓ Conduct emergency procedures.
- ✓ Understand the importance of ethics and professional conduct.
- ✓ Demonstrate proper techniques use the baton, handcuffs, pepper spray, stun gun and firearm.
- ✓ Make observations and write reports concerning security incidents.
- ✓ Conduct security duties regarding fire detection, suppression and life safety.
- ✓ Perform crime and accident prevention techniques and accident scene protection.
- ✓ Terrorism Awareness.
- ✓ Identify entrepreneurship opportunities in the private security industry.
- ✓ Demonstrate employability skills in the private security industry.
- ✓ Understand the importance of public and interagency relations.
- ✓ Demonstrate courtroom procedures.
- ✓ Understand the fundamentals of personal security.
- ✓ Demonstrate interpersonal and professional communication skills.
- ✓ Perform traffic and crowd control.
- ✓ Have an awareness of violence in the workplace.

Requirements for Completion

Due to the short length of the course, combined with BSIS regulations, 100% attendance is required to complete the course. Should a student miss a portion of the instruction for any reason, the school will make best efforts to remediate that student in a timely manner; otherwise the student may attend subsequent courses to make up the work. There is a strict policy on exam scores:

- 1) Guard Card Level 1 Exam – 45 Questions – Must achieve 100% to pass.
- 2) Pepper Spray / Tear Gas Exam – 25 questions – Must achieve 80% to pass.
- 3) Stun Gun / Taser Exam – 31 questions – Must achieve 80% to pass.
- 4) Handcuffing Exam – 30 questions – Must achieve 80% to pass.
- 5) Guard Card Level 3 Exam – 65 questions – Must achieve 85% to pass.
- 6) Exposed Firearms Exam – 76 questions – Must achieve 80% to pass.
- 7) Exposed Firearms (Practical Application) – 200/250 on the shooting range.
- 8) CCW Firearms (Practical Application) – 200/250 on the shooting range.
- 9) CCW Exam – 54 questions – Must achieve 80% to pass.
- 10) Baton Exam – 32 questions – Must achieve 80% to pass.

| Course Num. | Course Name | Clock Hours |
|-------------|---|------------------|
| | LEVEL I POWER TO ARREST COURSES | |
| BF 1101 | Powers to Arrest | 4 Hours |
| BF 1102 | Weapons of Mass Destruction (WMD) & Terrorism Awareness | 4 Hours |
| | LEVEL II MANDATORY COURSES | |
| BF 2101 | Public Relations (Community & Customer) | 4 Hours |
| BF 2102 | Observation & Documentation | 4 Hours |
| BF 2103 | Communication and its Significance | 4 Hours |
| BF 2104 | Liability and Legal Aspects | 4 Hours |
| | LEVEL II ELECTIVE COURSES | |
| BF 3101 | Work Skills, Resumes and Interview Skills | 6 Hours |
| BF 3102 | Employer Policies & Orientation | 4 Hours |
| BF 3103 | Evacuation Procedures | 2 Hours |
| BF 3104 | Officer Survival | 4 Hours |
| BF 3105 | Advanced Arrests, Search & Seizure | 4 Hours |
| BF 3106 | Access Control | 2 Hours |
| BF 3107 | Trespass | 4 Hours |
| BF 3108 | Advanced Criminal Laws | 2 Hours |
| BF 3109 | CPR/AED/First Aid | 4 Hours |
| BF 3110 | Handling Difficult People | 4 Hours |
| BF 3111 | Work Place Violence | 4 Hours |
| BF 3112 | Chemical Agents | 8 Hours |
| BF 3113 | Preserving the Incident Scene | 4 Hours |
| BF 3114 | Crowd Control | 4 Hours |
| BF 3115 | Driver Safety | 4 Hours |
| BF 3116 | Supervision | 4 Hours |
| BF 3117 | Courtroom Demeanor | 4 Hours |
| BF 3118 | Parking & Traffic Control | 2 Hours |
| BF 3119 | Radio Procedures | 2 Hours |
| BF 3120 | BSIS's Certified Course in Firearms Training | 14 Hours |
| BF 3121 | BSIS's Certified Course in Baton Training | 6 Hours |
| BF3122 | CCW Training - CQC | 2 Hours |
| BF 3123 | Dignitary Security & Protection | 4 Hours |
| BF 3124 | Handcuffing Techniques | 4 Hours |
| | Total | 126 Hours |

COURSE DESCRIPTIONS

LEVEL I POWER TO ARREST COURSE DESCRIPTIONS

Objective: To familiarize and instruct the individual on the training topics delineated at Business and Professions Code section 7583.7, including, without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and may include lecture, discussion, exercises and role-playing.

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook and Facilitator Manual.

LEVEL II MANDATORY COURSES DESCRIPTIONS

Objective: To familiarize and instruct the individual in basic skills and provide a common body of knowledge in the performance of security guard work. All courses shall include information and subject matter pertaining to the outline provided. Additionally, all courses shall include written material, lecture or exercises to assure that the individual comprehends the subject matter presented. Every newly licensed or employed security guard shall complete two of the mandatory courses within thirty (30) days from the day the guard's registration card is issued (8 hours) or the day the guard begins employment. The remaining two mandatory courses each consisting of four (4) hours of instruction, shall be completed within the first six (6) months from the day the guard registration card is issued or the day the guard begins employment as a security guard. Pursuant to Business and Professions Code Section 7583.6 (b) the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed for completion of the Mandatory Courses.

LEVEL III ELECTIVE COURSE DESCRIPTIONS

Objective: To familiarize and instruct the individual in basic employer requirements relating to the performance of guard duties. Additionally, to provide the employer and the individual with the opportunity to select additional course work to improve the skills and knowledge of the individual. The listed courses should include a mixture of written materials, lecture and exercises. The hours listed are the maximum number of hours that will be accepted as part of the 16 hours of elective training mandated by the Business and Professions Code section 7583.6. Every newly licensed security guard shall complete a minimum of eight (8) hours of elective courses within thirty (30) days from the day the security guard's registration card is issued or the day the guard begins employment. An additional eight (8) hours of elective courses shall be completed within the first six (6) months from the day the security guard's registration card is issued or the day the guard begins employment. Pursuant to Business and Professions Code Section 7583.6 (b), the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed for completion of the elective courses.

LEVEL 1 POWER TO ARREST COURSES

The Power to Arrest Course consists of four (4) hours of training in both of the following two (2) subjects:

BF 1101. Powers to Arrest 4 hours

Objective: To familiarize and instruct the individual on the training topics delineated at Business and Professions Code section 7583.7, including, without limitation, legal aspects, techniques, liability, and company requirements relating to the arrest of an individual. The training will utilize the Department of Consumer Affairs' Power to Arrest Training Manual and may include lecture, discussion, exercises and role-playing.

1. Overview of Power to Arrest Manual and subject matter.
2. Definition of arrest and discussion on the implications to the subject, the guard and the company.
3. Lecture/discussion on escalation and de-escalation techniques in the use of force.
4. Lecture/discussion in the use of restraint techniques and their implications.
5. Discussion of trespass laws and implications of enforcement.
6. Completion of the Power to Arrest Training Manual Test with 100% score in accordance with the Manual's Administering Instructions.

BF 1102 Weapons of Mass Destruction (WMD) & Terrorism Awareness 4 hours

Objective: To familiarize and instruct the individual on the subject matter and observation skills required to identify and report precursor activities to a terrorist event, react appropriately, report the occurrence of a terrorist event, and remain safe while helping control the scene after a terrorist event. The training will utilize the Department of Consumer Affairs' Weapons of Mass Destruction & Terrorism Awareness for Security Professionals course consisting of a Digital Video Disk (DVD), Student Workbook and Facilitator Manual.

1. Introduction and overview of the training.
2. The Role of a Security Officer.
3. The Nature of Terrorism.
4. Weapons of Mass Destruction.
5. Coordinating and Sharing of Critical Information.

BF 2104 Liability and Legal Aspects**4 hours**

1. Personal / Contractor / Employer
2. Criminal, Civil, Administrative
3. BSIS Code & Regulations
4. Role of a Security Guard

LEVEL III ELECTIVE COURSES

Objective: To familiarize and instruct the individual in basic employer requirements relating to the performance of guard duties. Additionally, to provide the employer and the individual with the opportunity to select additional course work to improve the skills and knowledge of the individual. The listed courses should include a mixture of written materials, lecture and exercises. The hours listed are the maximum number of hours that will be accepted as part of the 16 hours of elective training mandated by the Business and Professions Code section 7583.6. Every newly licensed security guard shall complete a minimum of eight (8) hours of elective courses within thirty (30) days from the day the security guard's registration card is issued or the day the guard begins employment. An additional eight (8) hours of elective courses shall be completed within the first six (6) months from the day the security guard's registration card is issued or the day the guard begins employment. Pursuant to Business and Professions Code Section 7583.6 (b), the following outline includes subjects that shall be taught and the maximum number of hours that will be allowed for completion of the elective courses.

BF 3101 Work Skills, Resumes and Interview Skills**6 Hours**

1. Resume
2. Cover Letters
3. Interviewing
4. Communication
5. Professional Appearances
6. Job Searching Tools

BF 3102 Employer Policies / Orientation**4 Hours**

1. Employer Reports / Paperwork
2. Reporting Processes / Procedures
3. Tax Forms, Health Forms, Etc.
4. Uniforms
5. Work Schedules
6. Other Internal Policies, Processes or Procedures
7. Employer Use of Force Policy

BF 3103 Evacuation Procedures**2 Hours**

1. Emergency Procedures Related to Life / Safety and Acts of Nature
2. Working Knowledge of Evacuation Routes
3. Stairs
4. Elevators
5. Doors
6. Power Outage
7. Specific Points of Contact

BF 3110 Handling Difficult People 4 Hours

- 1. Communications
- 2. Conflict Management
- 3. Speaking Constructively
- 4. Valuing Diversity
- 5. Negotiating
- 6. Verbal Diffusion

BF 3111 Work Place Violence 4 Hours

- 1. Detecting Unusual Behavior / Warning Signs
- 2. Worker to Worker
- 3. Client to Customer
- 4. Supervisor to Subordinate
- 5. Anger Management
- 6. Valuing Diversity
- 7. Personal Security
- 8. Reporting

BF 3112 Chemical Agents 8 Hours

Equipment: training pepper spray canisters and belt holders (issued at no additional charge)

- 1. Tear Gas Use and Effects
- 2. Pepper Spray Use and Effects
- 3. Air Borne Chemical Agents
- 4. Water Borne Chemical Agents

BF 3113 Preserving the Incident Scene 4 Hours

- 1. Identifying Evidence
- 2. Care and Handling of Evidence
- 3. Securing the Immediate Area
- 4. Legal Issues to Evidence Tampering and/or Removal
- 5. Witness/Participant Identification

BF 3114 Crowd Control 4 Hours

- 1. Controlling Boisterous Celebrations
- 2. Handling Disputes
- 3. Confronting Conflicts Constructively
- 4. Planning for Civil Disobedience / Disturbances
- 5. Labor Actions, Disputes, Workplace Stoppages

BF 3115 Driver Safety 4 Hours

- 1. Cars
- 2. Bicycles
- 3. Golf Cart

| | | |
|----------------|---|-----------------|
| BF 3116 | Supervision | 4 Hours |
| | <ol style="list-style-type: none"> 1. Roles and Responsibilities 2. Legal Liability | |
| BF 3117 | Courtroom Demeanor | 4 Hours |
| BF 3118 | Parking / Traffic Control | 2 Hours |
| BF 3119 | Radio Procedures | 2 Hours |
| | Equipment: Motorola 2 Way Radios (issued at no additional cost) | |
| BF 3120 | BSIS's Certified Course in Firearms Training | 16 Hours |
| | Equipment: 100 Rounds of Ammo, B27 Paper Targets, disposable ear protection, safety goggles, belts with holsters and magazines, Ruger P95 gun or Glock 40 caliber guns or Glock 9mm guns (issued to students at no additional cost) | |
| BF 3121 | BSIS's Certified Course in Baton Training | 4 Hours |
| | Equipment: 28 inch form practice baton, foam striking bag (issued to students at no additional cost) | |
| BF 3122 | CCW Training – Close Quarters Combat | 2 Hours |
| | <ol style="list-style-type: none"> 1. Concealed Draws 2. Concealed Carries with Holster 3. Tactical Reloads 4. Executive Protection Carry | |
| BF 3123 | Introduction to Executive Protection | 4 Hours |
| BF 3124 | Handcuffing Techniques | 4 Hours |
| | Equipment: handcuffs with keys, handcuff cases (issued to students at no additional charge) | |

Requirements for Licensure

A security guard must have in his/her possession a valid security guard registration or a screen-print of the Bureau's approval from the Bureau's web site at www.bsis.ca.gov, along with a valid photo identification, before working as a security guard. Security guards are employed by licensed private patrol operators to protect persons or property and prevent theft. To be eligible to apply for a security guard registration, you must:

- Be at least 18 years' old
- Undergo and pass a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); and
- Complete a 40-hour course of required training. The training and exam may be administered by any private patrol operator or by a Bureau certified firearm training facility.

| Date of Completion | Training Hours Needed |
|--|-----------------------|
| Prior to Submitting an Application or Being Assigned to a Post | 8 Hours |
| Training Required within the First | 16 Hours |
| Training Required within the First Six Months | 16 Hours |
| TOTAL HOURS | 40 HOURS |

In order to speed up the security guard application and fingerprinting process, the following steps should be followed:

STEP 1 The security guard must have received the eight (8) hour "Power to Arrest" training and passed the examination.

STEP 2 The security guard applicant, private patrol operator or the training facility must submit the security guard application online at http://www.bsis.ca.gov/forms_pubs/online_services/online_licensing.shtml. The online application sent electronically to the Bureau. Security Guard Application Fee \$50.00 PLUS On Line Convenience Fee \$ 1.00 TOTAL \$51.00

STEP 3 The security guard applicant must submit fingerprints electronically using Live Scan. You must only use the Security Guard Live Scan form downloaded from the Bureau's web site or obtained from the Bureau. The Bureau's Live Scan form contains the correct coding to ensure that the Bureau receives the FBI and DOJ responses. Department of Justice Fingerprint Fee \$32.00 Federal Bureau of Investigation Fingerprint Fee \$17.00 TOTAL \$49.00 Live Scan site locations are available at <http://ag.ca.gov/fingerprints/publications/contact.php> Note: Live Scan sites may charge a Live Scan submission processing fee. The Bureau does not set the fee amount.

STEP 4 Once the Bureau has received the online application and criminal history clearances, the cleared security guard will appear on the Bureau's web site. The security guard, private patrol operator, or training facility can verify the Bureau's approval by checking the Bureau's "Verify a License" at [http://www2.dca.ca.gov/pls/wllpub/wllqryna\\$lcev2.startup?p_qte_code=G&p_qte_pgm_code=2420](http://www2.dca.ca.gov/pls/wllpub/wllqryna$lcev2.startup?p_qte_code=G&p_qte_pgm_code=2420) Once the security guard registration has been cleared and appears on the Bureau's web site, a screen-print from the web site may be used as an interim security guard registration. The security guard can then be placed on assignment. The actual security guard registration will be mailed to the applicant and should be received in 10 to 15 business days.

STEP 5 Security guards placed on assignment must keep the following documents with them:

1. A valid security guard registration or a screen print of the Bureau's approval obtained from the Bureau's web site.
2. A valid photo identification

The Bureau will continue to accept the following:

- Submit your completed security guard application, a \$50 registration fee and a Security Guard Live Scan form signed by the Live Scan operator, including the ATI number. A \$32 DOJ fingerprint processing fee, \$17 FBI fingerprint processing fee, and Live Scan site processing fee must be paid at the Live Scan site. Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002. Applications for registration as a security guard are available from private patrol operators or training facilities certified by BSIS.

FIREARM PERMIT

You may not carry a gun on duty without a valid firearm permit or a screen print of the Bureau's approval obtained from the Bureau's web site. Also, a firearm permit issued by the Bureau does not authorize you to carry a concealed weapon. You may not carry a concealed weapon on duty without a Concealed Weapons Permit (CCW) issued by local authorities, nor carry a caliber handgun not listed on your firearm permit. To apply for a firearm permit, you must:

- Be a U.S. citizen or have permanent legal alien status.
- Pass a course in the carrying and use of firearms. The 14-hour (8 hours classroom, 6 hours range) training course covers moral and legal aspects, firearms nomenclature, weapon handling and shooting fundamentals, emergency procedures, and range training. The course must be given by a Bureau- certified firearms training instructor at a Bureau-certified training facility. Written and range exams are administered at the end of the course. Costs of training are determined by the training facility. For a list of certified training facilities, call (916) 322-4000.
- Submit a firearm permit application, pay the \$80 application fee, and submit a Security Guard Registration w/Firearm Permit Live Scan form signed by the Live Scan site operator, including ATI number. A \$38 Firearm Eligibility application, \$32 DOJ fingerprint processing fee, \$17 FBI fingerprint processing fee, and Live Scan site processing fee must be paid at the Live Scan site. Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

You may submit both a guard registration application and a firearm permit application at the same time to the Bureau along with a \$130 fee.

Note: A firearms qualification card expires two years from the date it was issued. An applicant must requalify four times during the life of the permit: twice during the first year after the date of issuance, and twice during the second year. Requalification's must be at least four months apart.

TEAR GAS PERMIT

The law requires those who wish to carry tear gas on duty to complete a training course approved by the Department of Consumer

BATON PERMIT

To carry a baton on duty, you must be a registered security guard and complete an eight-hour training course from a certified instructor.

Ownership

Bentley-Forbes Security Training Academy is a d/b/a of Bentley-Forbes Security Training Academy, Inc. a California Corporation.

Administrative Control

Staff

| | |
|-------------------------------------|-------------------------|
| Daryl Williams | Chief Executive Officer |
| CA. POST Academy Instructor | |
| SWAT Certified Officer | |
| Security Consultant | |
| Private Investigator | |
| Police/Sheriff Firearm Instructor | |
| Cert. Exec. Dignitary Protection | |
| Cert. Officer Involved Shooting OIC | |
| Cert. Baton/Mace/Taser Instructor | |
| Cert. Special Team Leadership | |
| Cert. Active Shooter Responder | |
| Ret. Sheriff Lieutenant (R) | |
| Ret. Deputy Police Chief (R) | |
| Ret. Reserve Police Officer | |

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|----------------|--|
| Daryl Williams | Chief Academic Officer/Chief Operating Officer |
| Flor Del Toro | Chief Accounting/Student Services/Custodian of Records |

Faculty

All faculty members have a minimum of three years of experience in their field of instruction. All attend continuing education programs in teaching methodology and professional development.

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|----------------|--------------------------------|
| Daryl Williams | Program and Firearm Instructor |
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Academic Calendar 2018

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

| | |
|----------------|----------------------------|
| January 1 | New Year's |
| January 15 | Martin Luther King Jr. Day |
| February 19 | Presidents Day |
| May 28 | Memorial Day |
| July 4 | Independence Day |
| September 3 | Labor Day |
| November 12 | Veterans Day |
| November 22-23 | Thanksgiving |

* Winter Break will be from December 25, 2018 to January 2, 2019

I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.

| |
|--------------------------------------|
| Print Name: |
| Signature: |
| last 4 digits of Social Security No: |