International College
Train For Success

School Catalog
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January 4th, 2021 — December 24th, 2021

INTERNATIONAL COLLEGE

TABLE OF CONTENTS

A MESSAGE FROM THE DIRECTOR

ABOUT INTERNATIONAL COLLEGE

SCHEDULE OF CLASSES

STUDENT CALENDAR

ADMISSION REQUIREMENTS AND PROCEDURES

ACADEMIC POLICIES

FINANCIAL INFORMATION

STUDENT CODE OF CONDUCT

STUDENT SERVICES

HEALTH AND SAFETY CONSIDERATIONS

A Message from the Director

Welcome to International College. We are delighted that you have decided to enroll in one of our courses and we look forward to helping you reach your educational goals. At International College, we are committed to providing a positive, welcoming learning environment where students have access to all the tools necessary for success. We pride ourselves on making our educational programs easily accessible. We offer our most popular classes in both English and Spanish. Live class sessions start at convenient times that you can easily fit into your busy schedule. We also offer courses online. Distance is no obstacle when it comes to serving our students. You can take full advantage of learning right from the comfort of your own home.

This catalog will serve as a guide to ensure you receive the most out of your International College experience. You will find a range of stimulating programs, which offer both hands-on training and the opportunity to work closely with our skilled faculty members.

If you have questions or would like to discuss your educational objectives with our staff, don't hesitate to give us a call. We encourage you to take advantage of all that International College has to offer.

Respectfully,

Rogelio Gomez
School Director

ABOUT INTERNATIONAL COLLEGE

History

International College was founded in 1993. We envisioned a learning institution where students could further their education and acquire valuable training without the obstacles presented by the traditional college system. International College was founded on the belief that education, ethics, professionalism, and skilled training are the cornerstones of a successful future.

Mission Statement

At International College, we hold our educational programs to a high standard. Our goal is to educate and train our students for success with diligence and integrity. We equip our students with knowledge and skills that are in demand. We accomplish this by providing a supportive environment that enhances learning. We strive to instill a positive attitude and a strong sense of professionalism in every student as they work towards achieving their goals.

License to Operate

International College is a private institution and has been approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards set forth in the Private Postsecondary Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR). Institutional license to operate must be re-approved every three years and is subject to continual review.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site: www.bppe.ca.gov.

BPPE License to operate numbers:

Los Angeles: BPPE School Code #1923121

Sacramento: BPPE School Code #78826924

International College is not accredited by an accrediting agency recognized by the United States Department of Education

Statement of Non-Bankruptcy

International College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, 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 (11U.S.C. Sec. 1101 et seq.) (CSC §94909(a)(12)

Locations:

Los Angeles:
5500 Pomona Blvd
Los Angeles, CA 90022
Phone: (323) 889-3600
Fax: (323) 889-3606
Website: www.icofcalifornia.com

Sacramento:
4030 Truxel Road, Suite C
Sacramento, CA 95834
Phone: (916) 834-0573
Website: www.icofcalifornia.com

Administration

Rogelio Gomez	School Director
Faviola Cuellar	Administrative Assistant
Alex Gomez	Admissions Representative
Joanna Gomez	Student Services
Juliette Gomez	Administrative Assistant
Norma Gomez	Administrator
Valerie Gomez	Assistant Director
Gabriela Gonzalez	Admissions Representative
Patricia Gonzalez	Student Services
Mindy Katz	Admissions Representative
Dalila Leon	Admissions Representative
Ruben Malpica	Technical Support
Jennifer Mateus	Billing
Antonia R. Montano	Admissions Director
Alma Muñoz	Administrative Assistant
Maria Ochoa	Administrative Assistant
Miguel Perez	Technical Support
Eddie Ramirez	Admissions Representative
Martina Torres	Custodian
Elizabeth Yac	Office Manager
Jocelyne Yac	Administrative Assistant

Main Campus
Los Angeles

Faculty

Name	Title	Course(s)

Riko Conley................................. **Director of Education | Instructor** .... **Graphic Design (English)**

Riko Conley serves as the Director of Education and instructs students in Graphic Design. He is an Adobe Certified Visual Design Specialist. He holds certifications in Adobe Photoshop, Illustrator, and InDesign. He graduated from the University of Southern California with a bachelor's degree in Digital Media and Design. He has been teaching Graphic Design and Computer Applications courses at International College since 2013.

Alejandro Reyes... **Instructor** .... **Graphic Design (Spanish)**

Alejandro Reyes holds an Associate of Science degree in Multimedia from the Art Institute of Los Angeles. He has worked missions with the United States Army Psychological Operations Unit. His training, loyalty, initiative, and perseverance brought his peers and subordinates to strive for maximum achievement in graphic design and printing during successful overseas missions. He has been an instructor at International College for the past 2 years.

Brandon Thrasher .... **Instructor** .... **Small Business Bookkeeping (English)**

Brandon Thrasher graduated from National University with an MBA, and American Intercontinental University with a degree in Visual Communication. He has over 11 years teaching experience including high school, vocational, and university level.

Morgan Shaner .... **Instructor** .... **Computer Applications (English)**

Morgan Shaner holds a teaching credential in the Social Sciences from the University of La Verne. He taught in public schools for four years before joining International College in 2018.

Adriana Sanchez Peña................................... **Instructor** .... **Computer Applications (Spanish)**

Adriana Sanchez graduated from DeVry University with a bachelor's degree in Computer Science. She holds an Adult Education teaching credential from the CTC in Business Management and Computer Systems. She has been teaching Business and Technology courses for the past twelve years.

Efrain Altamirano.. **Instructor** .... **Computer Applications (English)**

Efrain Altamirano has been an instructor at International College for the past 8 years. He completed 3 years of university level studies in Computer Engineering.

Maria Hernandez .... **Instructor** .... **Cake Decoration/Floral Design (Spanish)**

Maria Hernandez has been an instructor at International College for over 13 years. Maria previously taught at San Gabriel Valley Training Center for 12 years. She has been a specialist in the art of cake décor and floral design for the past 20 years.

Program:	**COMPUTER OPERATION AND APPLICATIONS PROGRAM LIVE ONLINE (ENGLISH)**
Objective:	This course introduces students to the Windows operating system and core Microsoft Office applications. Students will learn the fundamentals of the Windows OS, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. Assignments and projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to a Microsoft Office Specialist (MOS) certification with additional study. Students interested in certification will be supplied with vital information regarding how to further their education in preparation for the exam.

There is one (1) 16-hour module and four (4) 60-hour modules in this course. In order to successfully complete this course and receive a diploma, students must pass the test given after each module with a grade of "C" or better. No internship or externship is required.

Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better after each module.

This course is only offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.

Duration:	**256 hours**
Class Schedule:	Monday – Friday
Time/Language:	10:00 a.m. – 1:00 p.m. – English
	6:00 p.m. – 9:00 p.m. – English

Charges:

Registration Fee***...** $ 250.00
Tuition .... $ 4,570.00
HP i5 Laptop or similar, Mouse & Earphones*... $ 600.00
Installed Software: Microsoft Word, PowerPoint & Excel.............................. $ 80.00

Total charges for the entire educational program $5,500.00
The total charges for a period of attendance is the same as the total charges for the entire educational program.
(If applicable, a non-refundable $0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program due at registration).

Module	Course	Clock hours
1.	**Introductory to Computers**	16
2.	**Windows**	60
	The Desktop and Taskbar	
	Managing Windows, Apps, and Settings	
	Configuration, Maintenance, and Troubleshooting	
3.	**Microsoft Office Excel**	60
	Introduction to the Elements of Excel	
	Working with Tables and Charts	
	Basic and Advanced Cell Formatting	
	Formulas and Functions	
4.	**Microsoft Office PowerPoint**	60
	Introduction of the Elements of Power Point	
	Working with Slides, Text, and Objects	
	Insert Sounds, Animations & Transitions	
	Exporting and Printing Presentations	
5.	**Microsoft Office Word**	60
	Introduction of the Elements of Word	
	Adjusting Styles and Layout	
	Inserting Shapes and Images	
	Reviewing, Proofing, Exporting, and Printing	
		256 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable

Program:	**COMPUTER OPERATION AND APPLICATIONS PROGRAM LIVE ONLINE (SPANISH)**	
Objective:	This course introduces students to the Windows operating system and core Microsoft Office applications. Students will learn the fundamentals of the Windows OS, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. Assignments and projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to a Microsoft Office Specialist (MOS) certification with additional study. Students interested in certification will be supplied with vital information regarding how to further their education in preparation for the exam.	

There is one (1) 16-hour module and four (4) 60-hour modules in this course. In order to successfully complete this course and receive a diploma, students must pass the test given after each module with a grade of "C" or better. No internship or externship is required.

Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better after each module.

This course is only offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.

Duration:	**256 hours**
Class Schedule:	Monday – Friday
Time/Language:	10:00 a.m. – 1:00 p.m. – Spanish
	6:00 p.m. – 9:00 p.m. – Spanish

Charges:

Registration Fee*****..$ 250.00
Tuition ....$ 4,570.00
HP i5 Laptop or similar, Mouse & Earphones*...$ 600.00
Installed Software: Microsoft Word, PowerPoint & Excel..............................$ 80.00

Total charges for the entire educational program $5,500.00
The total charges for a period of attendance is the same as the total charges for the entire educational program.
(If applicable, a non-refundable $0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program due at registration).

Module	Course	Clock hours
1.	**Introductory to Computers**	16
2.	**Windows** The Desktop and Taskbar Managing Windows, Apps, and Settings Configuration, Maintenance, and Troubleshooting	60
3.	**Microsoft Office Excel** Introduction to the Elements of Excel Working with Tables and Charts Basic and Advanced Cell Formatting Formulas and Functions	60
4.	**Microsoft Office PowerPoint** Introduction of the Elements of Power Point Working with Slides, Text, and Objects Insert Sounds, Animations & Transitions Exporting and Printing Presentations	60
5.	**Microsoft Office Word** Introduction of the Elements of Word Adjusting Styles and Layout Inserting Shapes and Images Reviewing, Proofing, Exporting, and Printing	60

256 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable

| **Program:** | **GRAPHIC DESIGN WINDOWS LIVE ONLINE** |
| **Objective:** | This course is an online studio class that is intended to teach students how to skillfully use images, shapes, and text to create digital art and media. Through demonstrations and hands-on projects, students will learn to solve visual problems using Adobe Photoshop, Illustrator and InDesign. Assignments and other projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to an Adobe Certified Associate (ACA) certification with additional study. Students interested in certification will be supplied with vital information regarding how to further their education in preparation for the exam. There are six (6) 48-hour modules in this course. In order to successfully complete this course and receive a diploma, students must pass the test given after each module with a grade of "C" or better. No internship or externship is required. |

Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better after each module.

This course is only offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.

Duration:	**288 hours**
Class Schedule:	Monday – Thursday
Time/Language:	10:00 a.m. – 1:00 p.m. – English 10:00 a.m. – 1:00 p.m. – Spanish
	6:00 p.m. – 9:00 p.m. – Spanish

Charges:

Registration Fee*... $ 250.00
Tuition .... $ 4,450.00
HP i5 Laptop or similar, Mouse & Earphones* .... $ 600.00
10-Month Adobe Creative Cloud Subscription* .... $ 200.00

Total charges for the entire educational program …........................ $5,500.00
The total charges for a period of attendance is the same as the total charges for the entire educational program.
(If applicable, a non-refundable $0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).

Module	**Course**	**Clock hours**
1.	**Adobe Photoshop CS6 Beginner** Getting to know the work area. Basic photo corrections. Working with selections. Layer basics. Masks and Channels.	48
2.	**Adobe Photoshop CS6 Advanced** Typography. Vector drawing. Advanced Layering and Compositing. Advanced Selections and Masking. Preparing files for the web.	48
3.	**Adobe Illustrator CS6 Beginner** Getting to know Illustrator. Selecting and aligning. Creating and editing shapes. Transforming objects. Drawing with the pen and pencil tools. Color and gradient. Working with text.	48
4.	**Adobe Illustrator CS6 Advanced** Advanced objects and layers. Creating patterns and symbols. Working with brushes. Applying effects. Perspective drawing. Appearance attributes and graphic styles.	48
5.	**Adobe InDesign CS6 Beginner** Getting to know InDesign. Working with objects. Working with text. Setting up a document and working with pages.	48
6.	**Adobe InDesign CS6 Advanced** Working with color. Working with styles. Importing and modifying graphics. Effects and transparency. Interactive documents.	48

288 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable

Program:	**SMALL BUSINESS BOOKKEEPING PROGRAM LIVE ONLINE**
Objective:	In this course, students will learn the fundamental skills of effective bookkeeping and how to use QuickBooks. Students will learn to work with a general ledger, assets, liabilities, equity accounts, balance sheets and income statements. They will also learn how to manage bills and invoices, reconcile bank and credit card accounts, and provide financial statements for tax preparation. Assignments and other projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to an Intuit QuickBooks Certified User (QBCU) certification with additional study. Students interested in certification will be supplied with vital information regarding how to further their education in preparation for the exam.

There are nine (9) modules in this course. In order to successfully complete this course and receive a diploma, students must pass the test given after each month with a grade of "C" or better. There are a total of three tests. No internship or externship is required.

Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of passing the test with a "C" or better at the end of each month.

This course is only offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.

Duration:	**180 hours**
Class Schedule:	Monday - Friday
Time/Language	6:00 p.m. – 9:00 p.m. - English

Charges:

Registration Fee*...$ 250.00
Tuition ....$ 4,650.00
HP i5 Laptop or similar, Mouse & Earphones*.............................$ 600.00
Installed Software: QuickBooks Premier Desktop 2018 5-Month Subscription* . $ 00.00

Total charges for the entire educational program ....$ 5,500.00
The total charges for a period of attendance is the same as the total charges for the entire educational program.
(If applicable, a non-refundable $0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program due at registration).

Module	Course	Clock hours
1.	**Introduction to QuickBooks 2018 and Company Files**	9
2.	**Accounting Principles**	18
3.	**Sales and Receivables: Service Business**	21
4.	**Payables and Purchases: Service Business**	24
5.	**General Accounting: Service Business**	24
6.	**Sales and Receivables: Merchandising Business**	24
7.	**Payables and Purchases: Merchandising Business**	24
8.	**General Accounting: Merchandising Business**	24
9.	**Creating a Company in QuickBooks**	12
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		180 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable
Program: FLORAL DESIGN (2) – Only offered at the Los Angeles Campus

Objective: The Floral Design program provides students with in-depth instruction and hands-on training in creating professional floral arrangements for a variety of holidays and special occasions.

Projects are assigned after each module. Student progress is evaluated at the end of each month. In order to successfully complete this course and receive a diploma, students must complete 160 of instruction and complete the 16 assigned projects receiving a grade of "C" or better. Students are expected to attend all classes since hands-on work is essential. Make-up work is at the discretion of the instructor. No internship or externship is required.

Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of completing all assigned projects with a "C" or better after each module.

Duration: **160-hour program**
Class Schedule: Monday, Wednesday, Friday
Location: 5500 Pomona Blvd Los Angeles, CA 90022
Time/Language: 9:00 a.m. – 2:30 p.m. - Spanish

Charges: Registration Fee*.. $ 250.00
                     Tuition .... $ 4,250.00
                     Supplies and Equipment*.. $ 1,000.00
                     Total charges for the entire educational program …........................ $ 5,500.00
                     The total charges for a period of attendance is the same as the total charges for the entire educational program.

(If applicable, a non-refundable $0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).

Module	Course	Clock hours
1.	**Introduction to different types of flowers, vases and supplies**.	10
2.	**Pyramidal Design Flower Vase**	10
3.	**Topiary**	10
4.	**Gardening**	10
5.	**Round Bouquet**	10
6.	**Using Brushes and Acrylic Paints**	10
7.	**Indian Fruit Bowl**	10
8.	**Table Centerpiece**	10
9.	**Infant Shower Balloon Centerpiece**	10
10.	**Accessorizing Weddings**	40
11.	**Natural Flowers Arrangements**	10
12.	**Natural Flowers Poodle Vase**	10
13.	**Natural Flowers Table Centerpiece**	10

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160 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable
Program: **CAKE DECORATION (2) – Only offered at the Los Angeles Campus**

Objective: This program is designed for students who wish to learn the basic art of cake decorating. In this class, students will receive a combination of in-depth instruction and hands-on training. Topics include cake decorating tools, styles of cakes, how to properly ice a cake and many more.

Projects are assigned after each module. Student progress is evaluated at the end of each month. In order to successfully complete this course and receive a diploma, students must complete 160 of instruction and complete the 16 assigned projects receiving a grade of "C" or better. Students are expected to attend all classes since hands-on work is essential. Make-up work is at the discretion of the instructor. No internship or externship is required.

Students will receive a diploma upon successful completion of the training program. Successful completion of the training program consists of completing all assigned projects with a "C" or better after each module.

Duration: **160-hour program**
Class Schedule: Monday, Wednesday, Friday
Location: 5500 Pomona Blvd Los Angeles, CA 90022
Time/Language: 9:00 a.m. – 2:30 p.m. - Spanish

Charges: Registration Fee*... $ 250.00
Tuition….. $ 4,250.00
Supplies and Equipment*.. $ 1,000.00
Total charges for the entire educational program …........................ $ 5,500.00
The total charges for a period of attendance is the same as the total charges for the entire educational program.
(If applicable, a non-refundable $0.00 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).

Module	Course	Clock hours
1.	**Natural-Flower Decorated Cake**	10
2.	**Season's Fruit Cake**	10
3.	**Photograph-Decorated Cake**	10
4.	**Baby Shower Cakes**	10
5.	**Girl's Birthday Cakes**	10
6.	**Boy's Birthday Cakes**	10
7.	**Holiday Cakes**	10
8.	**Fruit Baskets**	10
9.	**Sports Cakes**	10
10.	**Valentines Cakes**	10
11.	**Fondant**	10
12.	**2-Tier Fondant Cakes**	10
13.	**Religious Baptismal Cakes**	10
14.	**Religious First Holy Communion Cakes**	10
15.	**XV Años / Sweet Sixteen Cakes**	10
16.	**Wedding Cakes**	10

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160 HOURS

*Once issued to the student, these fees and equipment are non-refundable and non-returnable

STUDENT CALENDAR

Holidays

International College is closed during the following holidays:

- Martin Luther King Jr. Day: January 18, 2021
- Presidents' Day: February 15, 2021
- Memorial Day: May 31, 2021
- Independence Day: July 5, 2021
- Labor Day: September 6, 2021
- Veterans Day: November 11, 2021
- Thanksgiving: November 25, 2021
- Day after Thanksgiving: November 26, 2021
- Christmas Eve: December 24, 2021
- Christmas Day: December 25, 2021
- New Year's Eve: December 31, 2021

There will be no class sessions December 27, 2021 through December 31, 2021.

ADMISSION REQUIREMENTS AND PROCEDURES

Administrative Examinations

All prospective students must possess a high school diploma or equivalent. If a student does not have a high school diploma or equivalent, they must pass an approved Ability-to-Benefit Test. International College will accept a passing score on an approved Ability-to-Benefit Test in lieu of a high school diploma or equivalent.

Prospective students seeking to enroll in a Spanish course:

A prospective student must take and pass the Language Proficiency Assessment Test-Spanish (LPAT-S) and receive a passing score of at least 17 in reading comprehension and 14 in mathematics.

Prospective students seeking to enroll in an English course:

A prospective student must take and pass the Combined English Language Skills Assessment (CELSA). The passing score (scaled score) for CELSA Form 1 is 97 and Form 2 is 97. NOTE: English Language Services are not provided at this time.

ACADEMIC POLICIES

Maximum Time to Complete Program

Students must complete their program within the specified time given. If a student does not finish within the specified time given and wishes to continue, the student may submit a request to do so in writing. The determination of whether to grant the student's request will be made at the Director's discretion.

Grading System

International College uses a letter grading system. If a student receives a non-passing grade on an assignment, quiz, test or module; the student may be able to retake it. This decision will be made at the instructor's discretion. It is the responsibility of the student to request a retake. The progress and quality of a student's work is measured using a system of letter grades and grade percentages as shown below. Grades are based on the quality of work performed by the student.

PERCENTAGE	LETTER GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D (Not Passing)
59% and below	F (Not Passing)

Satisfactory Academic Progress
International College's instructors will advise students of their academic progress at the end of each module and recommend make-up work, quizzes, tests and modules as necessary.

Attendance Requirements
Students are highly encouraged to attend all class sessions. If a class is missed, it is the student's sole responsibility to make up any coursework, assignments, quizzes, or tests.

Leave of Absence
Any student who requests a leave of absence must submit a written request to the Student Services Department. The student's written request must be dated and signed by the student and must specify the dates of the requested leave of absence and the reason for the leave. The determination of whether to grant the student's requested leave of absence will be made at the Director's discretion. It is the student's responsibility to contact the school after the leave of absence to continue their program. If and when a student returns from a leave of absence, there is a possibility that changes have occurred with the program and/or software. It will be the returning student's sole responsibility to pay for the required software and/or any other charges associated with the program. A leave of absence may not exceed 6 months in duration.

Graduation Requirements
Students are required to complete all modules in their program with a "C" or better grade average in order to satisfy the requirements for graduation.

Distance Education
International College offers distance education for certain program. We use online platforms to provide visual and oral instruction.

Coursework and projects may be turned in online. Feedback, evaluations and grades are provided online to the student

Distance Education Disclaimer
As part of the online training program, International College utilizes software, that is installed in students' laptops, that allows for sharing computer screens between the instructor and the student during class time and/or technical support. With this application, the instructor and/or technician may request access to the student's computer screen and the student may grant permission by clicking "confirm" on the Requesting Dialog.

It is the student's sole responsibility to uninstall these programs at the end of their course. Once uninstalled, International College will no longer have access to the student's computer.

The time lapse between institution's receipt of student projects, quizzes and exams and the institution's response or evaluation is approximately 3 to 5 business days.

Program Changes
International College reserves the right to make any program or curriculum changes at any time. However, we will work with students who wish to continue instruction with our school in other programs if the original desired program is no longer available. We will make every effort to notify students of such changes in advance in order to allow them to make accommodations in a timely manner.

Language of Instruction
Classes are conducted in both English and Spanish. For specific language of instruction for each program, please refer to the schedule of classes. International College has determined that if a prospective student

posses a HS diploma, GED or successfully passes the approved ATB examination in English, they may enroll in an English course. International College has also determined that if a prospective student posses a HS diploma, GED or successfully passes the approved ATB examination in Spanish, they may enroll in a Spanish course.

Passing an approved ATB test or possessing a high school diploma or its equivalent is the documentation of proficiency that will be accepted.

Credit Transfer

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at International College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma(s) that you earn at this institution is not accepted at the institution to which you may 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 the institution to which you may seek to transfer after attending International College to determine if your diploma will transfer.

Transfer and Articulation Agreements

International College has not entered into an articulation or transfer agreement with any other college or university. Students are not required to have a minimum number of units from another institution, and any certification courses are not transferable to another institution for credit.

International College does not accept credits earned from other institutions, credits earned through challenge examinations, credits earned through achievements tests, and/or credits earned through prior experiential learning.

Foreign Students

Students from other countries are welcome to enroll in our programs, however, interested students must make all necessary visa arrangements. International College does not vouch for student status.

FINANCIAL INFORMATION

Financial Aid/Vouchers

Students who qualify for a SJDB voucher and wish to utilize their benefit at International College must present it at the time of enrollment as proof of payment. Upon verification, International College will decide at its discretion the admittance of such student into a program.

Students who wish to enroll in any of our programs, but do not have an SJDB voucher, are able pay the tuition themselves.

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. 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.

International College does not participate in any Federal or State Financial Aid programs.

Student Tuition Recovery Fund (STRF)

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.

Each qualifying institution shall collect an assessment of fifty cents ($0.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0)

The STRF rate for students signing enrollment agreement is $.50 per $1,000 of tuition paid. A sample calculation is as follows: for tuition paid of $1,499 or LESS, it is rounded down to $1,000; and the assessment is $.00. If the tuition paid is GREATER THAN $1,500, the amount paid will be rounded up to $2,000, hence, the STRF fee to be charged is $1 ($2,000 x .0005).

NOTE: The STRF fee is non-refundable
Questions regarding the STRF maybe be directed to the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818. Phone: (916) 263-1896.

Cancellation and Withdrawal Policies

Students have the right to cancel their enrollment agreement or withdraw from their program at International College. Cancellation or withdrawal is effective only by way of written notice received by International College from the student. Cancellation or withdrawal is effective only upon delivering written notice to the school in person or by mail.

If sent by mail, cancellation or withdrawal is effective on the date written notice is sent to International College. Written notice of cancellation or withdrawal sent by mail must be mailed to: 5500 Pomona Blvd Los Angeles, CA 90022. It is the student's responsibility to verify that International College has received written notice.

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
International College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation, is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If a student withdraws from the program after a period of attendance, the refund policy for students who have completed 60 % or less of the period of attendance shall be a pro rata refund less applications fees and nonrefundable charges outlined in the student enrollment agreement.

International College shall pay or credit refunds within 45 days of a student's cancellation. Refund will be sent to the original payer of the agreement. You will be provided with a copy of the school's cancellation policy and form, which you may use to cancel your enrollment with the school.

A cancellation notice must be signed, dated and indicate that you no longer desire to be bound by the enrollment agreement or attend class.

Refund Policy

NOTICE: If any fees were paid thru a third party such as an insurance company, the refund will be forwarded to such third party. If the student has paid with cash, guaranteed student loans, or personal loans, the refund will be forwarded to the student.

All refunds will be forwarded within 45 days from the date the school receives your cancellation notice. We will forward you and your insurance company any documents and/or agreements provided by you during your enrollment.

In order to receive a full refund of the money paid, minus any non-refundable charges and a cancellation fee, the cancellation notice must be in writing and received within the time period mentioned above in the cancellation/withdrawal policy section. The form must be signed and dated.

Refund Policy Example
Computer Applications Live Online Course refund example. This example is based on 100 hours attended before withdrawal:

Total Course Cost: $5,500

$ 250.00		Non-refundable Registration Fee
$ 600.00		Computer, Mouse & Earphones (Non-Returnable)
$ 80.00		Installed Software: Microsoft Word, PowerPoint & Excel (Non-Returnable)
$ 930.00	=	Non-Refundable fees owed to School

$4, 570.00	Tuition
Divided by 256 hrs.	Total amount of course hours
Equals $17.85	Charge to Student per hour
Multiply by 100	100 hours attended before Written Notice of Withdrawal
=$1,785.00	Tuition for training hours provided owed to School

=$2,715.00	Total amount owed to School

$5,500	Total Course Cost
-$2,715.00	Total amount owed to School
=$2,785.00	Total Amount of Refund Owed to Student

If the student is eligible to pay the Student Tuition Recovery Fund fee, the total amount of $2,715.00 is rounded to $3,000.00 multiplied by .0005, which equals to $1.50, amount that will be added to the total amount due. This charge is collected at the time of registration, if applicable to the student, and it is a non-refundable charge. Therefore, the total amount owed to the school will be:

$2,715.00	Total Amount Owed to School
+ $ 1.50	Student Tuition Recovery Fund Fee
=$2,716.50	Total Charges

$5,500.00	Total course cost
-$2,716.50	Charges
=$2,783.50	Total Amount of Refund Owed to Student

The above example is a guideline to help the Student and the School determine the amount owed to the School and the amount of the refund returnable to the Insurance Company, under the terms and conditions provided in this agreement.

NOTE: If the school has transmitted the student the balance of the material as the student has requested, the school will provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but it will not be obligated to pay any refund after all of the lessons and material are transmitted.

STUDENT CODE OF CONDUCT

Online Course Conduct

Students of International College are expected to conduct themselves in a professional manner with consideration and respect for students, staff, and instructors. International College reserves the right to suspend or terminate the enrollment of any student found to be in violation of this code of conduct. Violations include, but are not limited to the following:

- Disregard for the rules and regulations of the college
- Dishonesty, cheating, or furnishing false information
- Obstruction or disruption of classes
- Theft or damage of property belonging to the college and/or member of the college
- Disorderly, lewd, indecent, obscene, offensive conduct or negative expression toward students or staff members
- Harassment, assault, battery, abuse, or any threat of force or violence directed toward students, staff, or any member of the college
- Use, possession, distribution, or presence of drugs and/or alcohol whether on school grounds or during any live class
- Use, possession, distribution, or presence of any object that might be used as a lethal weapon or risk the health and safety of students and staff

Anti-harassment Policy
International College is committed to providing a learning environment free of unlawful harassment, and will take all reasonable steps to prevent such from occurring. In addition to prohibiting other forms of unlawful discrimination, the school maintains a strict policy prohibiting harassment because of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, pregnancy, age, sexual orientation, and any other basis protected by applicable federal, state or local law. All such harassment is **prohibited**. International College's anti-harassment policy applies to everyone involved in the operation of the school and all students, and prohibits harassment by any school student, employee, including supervisors, co-workers, and any person conducting business with or for the school.

Non-discrimination and Diversity (Affirmative Action Policy)
School policy prohibits unlawful discrimination based on race, color, creed, sex, gender, marital status, age, pregnancy, national origin, physical disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. All such discrimination is **unlawful.** International College is committed to complying with all applicable laws and prohibits unlawful discrimination by any student, employee of the school, including supervisors and co-workers. If you believe you have been subjected to any form of unlawful discrimination, you may report the incident to any school official.

International College is committed to providing a work environment free of unlawful harassment, and will take all reasonable steps to prevent such from occurring. International College's non-discrimination and diversity policy applies to everyone involved in the operation of the school and prohibits harassment by any student, school employee, including supervisors, co-workers, and any person conducting business with or for the school.

Probation Policy
A student may be placed under probation for engaging in prohibited conduct. At the discretion of the school's Director, a student's probation may be revoked if the issue has been resolved.

Grounds for Disciplinary Action
International College reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, including, but not limited to:

1. Failure to pay tuition
2. Engaging in discriminatory or abusive behavior
3. Reckless or disorderly conduct that negatively affects the classroom setting

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal. The order in which they are applied and what type of disciplinary action is taken is at the discretion of the school's Director.

STUDENT SERVICES

Academic Assistance
International College offers academic assistance based on staff availability and is subject to change without prior notice. We offer Technical Support and Basic Introductory Classes to students.

- **Technical Support is available Monday-Friday between 8:30 am -5:30 pm**

- **The Basic Introductory Classes are taught as follow:**
   9:00 a.m. – 10:00 a.m. & 5:00 p.m. – 6 p.m. (English)
   9:00 a.m. – 10:00 a.m. & 5:00 p.m. – 6 p.m. (Spanish)

   The Basic Introductory Classes are designed to prepare students with little or no prior computer knowledge before beginning their course.

Resume Workshops
International College offers resume workshops. The workshop is designed to help students develop a resume.

Placement Services
International College does not offer placement services nor track placement rates from our graduate students. This information is outlined in each of our courses' Student Performance Fact Sheet.

Job Classifications by Course
Although International College does not provide placement services, students will learn marketable skills through skill enhancement that can be applied to occupations in several categories. Additionally, students may be able to market learned skills through freelance opportunities and/or self-employment.

Course	Job Classifications
Computer Operations and Applications Online	15-1232 Computer User Support Specialists, 15-1299 Computer Occupations, All Other, 43-4051 Customer Service Representatives, 43-4071 File Clerks, 43-4171 Receptionists and Information Clerks, 43-4199 Information and Record Clerks, All Other, 43-6014 Secretaries and Administrative Assistants,

	Except Legal, Medical, and Executive, 43-9021 Data Entry Keyers, 43-9022 Word Processors and Typists, 43-9031 Desktop Publishers, 43-9061 Office Clerks, General, 43-9199 Office and Administrative Support Workers, All Other
Graphic Design Online	27-1024 Graphic Designers, 27-1011 Art Directors, 27-1019 Artists and Related Workers, All Other, 11-2021 Marketing Managers, 11-2011 Advertising and Promotions Managers, 43-9031 Desktop Publishers
Floral Design	27-1023 Floral Designers, 27-1012 Craft Artists, 27-1026 Merchandise Displayers and Window Trimmers, 27-1019 Artists and Related Workers, All Other
Cake Decoration	11-9050 Food Service Managers, 35-1011 Chefs and Head Cooks, 35-1012 First-Line Supervisors of Food Preparation and Serving Workers, 35-2019 Cooks, All Other, 35-2021 Food Preparation Workers, 35-3041 Food Servers, Nonrestaurant, 35-9099 Food Preparation and Serving Related Workers, All Other, 27-1019 Artists and Related Workers, All Other
Small Business Bookkeeping Online	13-2011 Accountants and Auditors, 13-2099 Financial Specialists, All Other, 13-2031 Budget Analysts, 13-2052 Personal Financial Advisors, 43-3021 Billing and Posting Clerks, 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-3099 Financial Clerks, All Other, 43-4199 Information and Record Clerks, All Other

Learning Resources
International College does not have a library available to students. Our instructors make any learning material, recorded classes or missed coursework available to students upon request.

Students with Disabilities
At International College, we are committed to providing reasonable accommodations for students with disabilities. Students seeking academic accommodations due to a disability should make the request at the time of enrollment, or to the program instructor prior to or during the 1st week of class attendance. However, we cannot guarantee that every case will have the desired outcome in regards to expected accommodations.

Housing Assistance
International College does not have dormitory facilities available to students. The school doesn't provide assistance to students in finding housing. However, our school is located in a residential area, which may allow a student to easily find housing if desired. Apartments near our school may be leased or rented at prices ranging from $1,500 to $2,200 for a one-bedroom unit. The student is solely responsible for their own housing arrangements, as well as their security and safety.

School Facilities
International College's headquarters is located at 5500 Pomona Boulevard, Los Angeles, California 90022. Administrative offices are located on the first floor, classrooms and online teaching areas are located on the second floor. It is near major freeways and only minutes away from Downtown Los Angeles. International College has branches located at:

4030 Truxel Rd. Ste C-1
Sacramento, CA 95834
Phone: (916) 834-0573
This branch is located in an office space. Services offered: Testing, enrollment and administrative support.

School Teaching Facilities by Course		
Course	**Location**	**Equipment and/or materials used**
Computer Applications Online	Online	Computers, software, hardware
Graphic Design Online	Online	Computers, software, hardware
Floral Design	5500 Pomona Blvd. Los Angeles, CA 90022	Scissors, wire cutter, colored wire, heat gun, knife, scissors for flower cutting
Cake Decoration	5500 Pomona Blvd. Los Angeles, CA 90022	Cake stand, metallic spatula, colors, decorating tips, nail for making flower
Small Business Bookkeeping Program	Online	Computers, software, hardware

Student Complaint and Grievance Procedure
"SPECIAL NOTICE ABOUT THE PURPOSE OF THE CATALOG, ITS PROVISIONS AND LIMITATIONS"

This catalogue is the document of authority for all students. While every effort is made to ensure the correctness and timeliness of information contained in the catalogue, International College cannot guarantee its accuracy. The school reserves the right to change its policies, rules, regulations, graduation requirements, course offerings, fee information and any other contents of this catalogue at any time. International College will publish a revised catalogue at the beginning of the academic year in order to keep the information up to date.

As a prospective student, you are encouraged to review this catalogue 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: 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 1-888-370-7589, 1-916-574-8900 or by Fax: 1-916-263-1897.

Resolution of Disputes
As a student, you are expected to adhere to acceptable school policies in matters of personal conduct, and exhibit a high degree of integrity. This not only involves sincere respect for the rights and feelings of others, but also demands that, while you are a student at International College, you refrain from any behavior that might be harmful to you, other students and school staff.

The school will not tolerate students speaking to each other or to staff members in a derogatory manner. The following are procedures which may be followed to address or resolve disputes:

- If you have a problem or issue with another student during a class session and this matter cannot be resolved amongst yourselves, inform your instructor or another staff member, rather than discussing it with others.

- If you have a problem or issue with one of our staff members, you may address it by writing to the school's Director, or request a meeting to speak with the Director regarding the matter.

Although International College cannot guarantee that, in each instance, the student will be satisfied with the result or answer, the school will attempt in each instance to resolve the matter in the best way possible. Disciplinary measures will be taken accordingly, or as recommended under, but not limited to, the Probation and Dismissal/Termination Policies. Please allow up to 10 business days for proper investigation and resolution of disputes.

If, however, your concern is not resolved satisfactorily, you may follow the procedures specified in the above sub-section (Student Complaint/Grievance Procedure) to contact the Bureau for Private Postsecondary Education.

Retention of Student Records
International College keeps students' records for no less than 5 years at its main location, 5500 Pomona Boulevard, Los Angeles, CA 90022.

International College shall maintain, for each student granted a diploma by the institution, permanent records of all of the following:

(1) The diploma granted and the date on which it was granted.
(2) The courses on which the diploma was based.
(3) The transcripts detailing the grades earned by the student in each of those courses.

HEALTH AND SAFETY CONSIDERATIONS

Substance Abuse Policy
International College is committed to provide a substance free work place for its students and employees. This policy applies to all students, without exception, including employees. No student is allowed to consume, possess, sell or purchase any drug or alcoholic beverage, which may impair an individual's mental or physical capacity, on any property owned by or leased on behalf of International College. The school will not tolerate students who attend the school while impaired by use of alcoholic beverages or drugs. All students should report evidence of alcohol or drug abuse to a staff member immediately. Students who violate the Substance Abuse Policy will be subject to disciplinary action, including termination.

Limitation of Liability
We encourage all students and staff to maintain good physical, mental and social health. Nevertheless, we encourage students to assume responsibility for their personal wellbeing. In the event of a life-threatening medical emergency, on or near any of International College's campuses or offices, call 911.

Safety
International College is committed to providing you with a safe learning place to ensure the health and safety of all its students and employees. At the same time, it is your responsibility to promptly report potential hazards, unsafe conditions, and unsafe practices, as observed, to a staff member. Should an unsafe condition or accident occur, whether or not anyone is injured, it should be reported to a staff member as soon as possible. All injuries must be reported to your instructor or other available staff member immediately.

Housekeeping
Neatness and good housekeeping are signs of efficiency. Students are expected to keep their work areas neat and orderly at all times; it is a required safety precaution. Always be aware of good health and safety standards, including fire and loss prevention.

Workplace Security Policy
International College is committed to maintaining a safe and secure learning place. In order to maintain a secure learning environment, the school strictly prohibits students, employees and visitors from bringing any firearms on school property. Students must be aware of persons loitering for no apparent reason in and around school premises such as, but not limited to: parking areas, walkways, entrances, exits and service areas. Students should report any suspicious activities to a staff member. Secure your belongings when called away from your study area for an extended length of time or at the end of the school day. Do not leave valuable or personal articles in or around your study area.

As a security measure, visitors other than current students are not permitted to enter the non-public areas of International College premises without approval from a school official. This policy applies during school hours and non-school hours. All authorized visitors must sign in at the reception desk and be accompanied by a staff member at all times.