



Golden Bridge College

Train For Your Future

01/01/2023 – 12/31/2023 CATALOG

Campus **10423 Valley Blvd. STE B2**
Location **El Monte, CA 91731**
Phone: (626) 542-3123
Fax: (626) 228-0841
Web: <http://www.goldenbridgecollege.com>

Catalog is updated annually. Last updated on September 28, 2023.

"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." The Golden Bridge College school catalog can also be found on the website at <http://www.goldenbridgecollege.com>

Welcome!

Thank you for your interest in Golden Bridge College.

We look forward to helping you reach your educational goals. We are committed to providing a positive learning environment for our students. We offer popular programs with convenient schedules which can easily fit into any student's busy schedule. We also offer courses online which allow you to take advantage of learning from your own home. Whether or not you are using our programs as a stepping-stone into an entry-level career, it is an exciting time to be entering the field. More than ever business professionals with computer skills are in great demand in all fields of industry. With your newly learned skills here at Golden Bridge College, you could start on your new path with confidence. Whatever path you choose, Golden Bridge College pledges to support your growth and make learning fun!

We invite you to attend an informational open house to take a tour of the school, sign up to attend a free orientation, and learn more about our programs, schedules, and tuition. Please call or visit our website, www.goldenbridgecollege.com for more information. We look forward to hearing from you.

Golden Bridge College will provide a school catalog to prospective students or the general public, either in print or electronically. The Golden Bridge College school catalog can also be found on the website at www.goldenbridgecollege.net.

If you are unable to understand the terms and conditions of enrollment due to English not being your primary language, the school will provide a translator in your language to help you.

Golden Bridge College updates its catalog annually depending on any new government regulations governing schools. Annual updates may be made using supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Juying Liu

School

Director

***In the continued efforts to better serve its education purposes in a complex and changing world. Golden Bridge College reserves the right to modify or change any or all programs, policies, and procedures described in this publication.*

Golden Bridge College

Approval Disclosure Statement.....	4
Mission Statement.....	5
Faculty.....	5
Programs Offered.....	6
Admission.....	25
Academic Policy.....	25
Attendance Policies.....	26
Leave-of-Absence.....	27
Student Conduct.....	31
Student Services.....	32
Student Complaint and Grievance Procedure.....	35
Fees.....	36
Student Tuition Recovery Fund (STRF).....	37
Cancellation, Withdrawal and Refund Policies	38
Refund Policy.....	39

Our internet website provides the following:

A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: www.bppe.ca.gov

Students and prospects are encouraged to visit our website and view or print the school's catalog, the school's performance fact sheet and the annual report.

APPROVAL DISCLOSURE STATEMENT

Golden Bridge College is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the California Private Postsecondary Act of 2009. This approval **may not** imply that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicate that the institution exceeds minimum state standards as set forth in this chapter.

LICENSE TO OPERATE

BPPE License to operate number BPPE School Code: 35714214

CAMPUS LOCATION AND CLASS LOCATION

The class sessions for all programs will be held at 10423 Valley Blvd. # B2, El Monte, CA 91731. The class sessions for Computer Application Online program, Graphic Design Online program, and Computerized Accounting Online program can also be held online using Google Meet.

HOURS OF OPERATION

Monday through Friday from 8:30 a.m. to 5:00 p.m.

ACADEMIC CALENDAR

Programs of study begin and end on varying schedules per their length. The beginning and end date of each program for which a student enrolls is noted on the enrollment agreement.

HOLIDAY

Golden Bridge College is closed during the following holidays:

- Martin Luther King Jr. Day: January 16, 2023
- Presidents' Day: February 20, 2023
- Memorial Day: May 29, 2023
- Independence Day: July 4, 2022
- Labor Day: September 4, 2023
- Thanksgiving: November 23&24, 2023

Golden Bridge College closes during the Winter Break: December 24, 2023, through January 1, 2024

FACILITIES

Golden Bridge College is located at 10423 Valley Blvd. #B2, El Monte, CA 91731. It is in a spacious air- conditioner facility and is accessible by public transportation. The building has sufficient parking spaces for all students and faculty. The building is equipped with heating and air conditioning systems, is well-lit and furnished in a professional manner. It has handicap access, entrances and exits are located so that the building can be cleared quickly and safely in an emergency. Golden Bridge College has three classrooms, three administrative offices, and a student records room. The college equipment and materials which it uses to teach are all modern and up to date and are as follows: laptop computers, program software, headsets with microphone, digital projectors, video equipment, projection screens, portable massage tables, anatomical charts, skeleton models, reference books, workbooks, textbooks, white boards, towel warmers, massage chairs, pillows, and bolsters. The equipment used for instruction or provided to a student is not obsolete and is sufficient for instructional purposes to reasonably assure that a student acquires the necessary level of education, training, skill, and experience to obtain employment in the field of training and to perform the tasks associated with the occupation or job title to which the educational program was represented to lead.

MISSION STATEMENT

Golden Bridge College's mission is to prepare students in short term programs for long term employment in the modern world. Students will acquire intellectual, analytical, and critical abilities with a passion for lifelong learning. Therefore, the student can enter their community with the goal of making it better. This is accomplished by a professional faculty, as well as a qualified administration and support staff. Facilities are well equipped, nicely decorated and the atmosphere is vibrant, friendly, and warm. The quality of education is the highest priority at Golden Bridge College. Students are accepted for their ability to benefit without regard for race, color or creed.

OBJECTIVE

Golden Bridge College's objective is accomplished by providing each enrolled student with high quality programs in an environment that allows students to attain real world skills by adopting a straightforward and pragmatic methodology. Our goal is to educate and train our students for success with diligence and integrity. Our overall approach gives graduating students the ability to obtain employment.

FACULTY

- Ying Huang -----Instructor ----- Massage Program
 - Completed 600 Hours Massage Program from Aberdeen College
 - California CMT number 71341
 - 3 years of Experience in Therapeutic Massage
 - 2 years of experience in teaching Massage Program in Rosemead Beauty School
- Minh Tran Le-----Instructor-----Computerized Accounting Online
 - Master of Science in Accountancy from University of Phoenix, AZ
 - Twelve years of experience as an Accountant in many businesses
- Fraylan Mendoza-----Instructor ----- Computer Application and Graphic Design Online
 - Bachelor's degree from National University
 - 8 years of experience as a Graphic Designer
- Noe Henriquez-----Instructor ----- Computer Application and Graphic Design Online
 - 15 years of experience of Computer Application and Graphic Design teaching
 - Bachelor degree from National University
- Dario Ortega-----Instructor -----Medical Billing and Coding Online and Medical Assistant
 - Bachelor degree from Westwood College
 - Health Information Technology Instructor for 5 years
 - Medical Assistant Instructor for 3 years

PROGRAMS OFFERED

Courses:	Clock Hours
Massage Therapy – 600 Hours	600
Massage Therapy – 600 Hours (Chinese)	600
Computer Application Online Program	240
Computer Application Online Program – Spanish	240
Computer Application Online Program – Chinese	240
Graphic Design Window Online Program	288
Graphic Design Window Online Program – Spanish	288
Graphic Design Window Online Program – Chinese	288
Computerized Accounting Online Program	180
Computerized Accounting Online Program	360
Medical Insurance Biller and Coder Online Program	240
Computerized Medical Office Management Program	720
Information Technology Applications and Accounting Online Program	240
Information Technology Applications and Accounting Online Program - Spanish	240
Information Technology Applications and Accounting Online Program - Chinese	240

Massage Therapy – 600 Hours

The student enrolled in our massage therapist course shall receive six hundred (600) clock supervised hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. This program provides knowledge and skills needed to be able to perform occupational duties as it pertains to an educated and well-balanced therapist. By using the different modalities of massage, the technician will best meet the needs of the client. The student will be able to balance the body with Western massage skills as well as Eastern massage skills.

Total number of scheduled supervised hours received upon completion	600 Hours	
Subject(s)	Theory	Practical
History of Massage	10	
Requirements for the Practice of Therapeutic Massage	10	
Professional Ethics for Massage Practitioner	12	
Anatomy & Physiology	64	
Anatomy & Physiology Lab		20
Kinesiology	12	
Kinesiology Lab		20
Therapeutic Procedure		20
Pathology	20	
Contraindications of Massage	42	
Health and Hygiene	20	
Consultation, SOAP Notes and Charting Practice	20	

Classical Massage Movements		20
Application of Massage Technique		12
Procedures for Complete Body Massage		28
Swedish Massage		50
Stone Massage		20
Aromatherapy		20
Reflexology		40
Chinese Energetic Bodywork and Tui Na		40
Shiatsu		30
Sport Massage		30
Chair Massage		20
Massage Business Administration	20	
Total Hours	230	370

*Clock Hours are defined as 50 minutes of class time and a 10-minute break.

Prerequisites

No prerequisites are needed for this program.

Graduation Requirements

- Completion of 600 clock hours; including required theory hours, and practical operations hours
- Attendance of at least 90% of the scheduled length of time it takes to complete the program.
- Minimum 80% academic grade average. **No Internships or Externships required but there will be a midterm and final exam.**
- Completed of all assignments, written and practical exams
- Payment in full of all tuition and fees

Upon successful completion of the program and fulfillment of graduation requirements, students will be awarded a diploma.

Instructional Materials

- Theory & Practice of Therapeutic Massage by Mark F. Beck, 6th Edition
- Theory & Practice of Therapeutic Massage –Workbook by Mark F. Beck, 6th Edition
- Trail Guide to the Body, Sixth Edition. Handspring Publishing, 2019

CAMTC Certification

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements:

- Be 18 years of age or older;
- Pay the \$200 fee;
- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at Request for Live Scan Service (the authorized agencies charge you a fee for this service) and pass a criminal background check;
- Have all schools you attended for massage training submit original Official Transcripts directly to CAMTC in accordance with CAMTC’s Policies and Procedures for Approval of Schools. Your school(s) must send your OFFICIAL SCHOOL TRANSCRIPT(s) directly to CAMTC electronically via email to transcripts@camtc.org. Transcripts must demonstrate that you have successfully completed, at a CAMTC Approved School, curricula in massage and related subjects totaling a minimum of 500 hours (or the

Contraindications of Massage	42	
Health and Hygiene	20	
Consultation, SOAP Notes and Charting Practice	20	
Classical Massage Movements		20
Application of Massage Technique		12
Procedures for Complete Body Massage		28
Swedish Massage		50
Stone Massage		20
Aromatherapy		20
Reflexology		40
Chinese Energetic Bodywork and Tui Na		40
Shiatsu		30
Sport Massage		30
Chair Massage		20
Massage Business Administration	20	
Total Hours	230	370

*Clock Hours are defined as 50 minutes of class time and a 10-minute break.

Prerequisites

No prerequisites are needed for this program.

Graduation Requirements

- Completion of 600 clock hours; including required theory hours, and practical operations hours
- Attendance of at least 90% of the scheduled length of time it takes to complete the program.
- Minimum 80% academic grade average. **No Internships or Externships required but there will be a midterm and final exam.**
- Completed of all assignments, written and practical exams
- Payment in full of all tuition and fees

Upon successful completion of the program and fulfillment of graduation requirements, students will be awarded a certificate of completion.

Instructional Materials

- Theory & Practice of Therapeutic Massage by Mark F. Beck, 6th Edition
- Theory & Practice of Therapeutic Massage –Workbook by Mark F. Beck, 6th Edition
- Trail Guide to the Body, Sixth Edition. Handspring Publishing, 2019

CAMTC Certification

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements:

- Be 18 years of age or older;
- Pay the \$200 fee;
- Submit fingerprints to an authorized agency in California for a Live Scan using only the CAMTC form at Request for Live Scan Service (the authorized agencies charge you a fee for this service) and pass a criminal background check;
- Have all schools you attended for massage training submit original Official Transcripts directly to CAMTC in accordance with CAMTC's Policies and Procedures for Approval of Schools. Your

school(s) must send your OFFICIAL SCHOOL TRANSCRIPT(s) directly to CAMTC electronically via email to transcripts@camtc.org. Transcripts must demonstrate that you have successfully completed, at a CAMTC Approved School, curricula in massage and related subjects totaling a minimum of 500 hours (or the credit unit equivalent), which incorporates appropriate school assessment of student knowledge and skills. (See below for more information about closed schools and out-of-state education.) Of the 500 hours, a minimum of 100 hours shall be in anatomy and physiology, contraindications, health and hygiene, and business and ethics; and

- Have not violated any of the provisions of the California Massage Therapy Act or any policy, procedure, or regulation of CAMTC.
- Make a good, clean photocopy of the front of your Driver's License or Official State Identification to include with your application.
- Get your Passport Photo taken.
- 4604 (a)(3) The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates. This paragraph shall be inoperative commencing on January 1, 2019, and shall become operative on January 1, 2023.
- Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. Seq.

The job classification

Massage Therapy prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level is 31-9011 Massage Therapists.

Computer Application Online Program – 240 Hours

Introduction to Computer Application Online Program which will include lectures, group discussions, presentations, and creative work, in English. Introduction to computer technology, includes decision-making, productivity, communication, and problem-solving skills. Areas of instruction include computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software as well as the use of emerging technologies. In this course, students can acquire skills required to create, edit, and publish industry appropriate documents. Areas of study will also include oral and written communication and information research for reporting purposes. The class will be conducted using an online lecture Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers>

Potential Occupations after Completion:

Students will be able to seek entry-level positions, namely: Customer's Service, General Office Assistant and Office Filing Clerk.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks, General and 43-4070 File Clerks.

Program Hours Breakdown

Module	Course	Clock Hours
1	Windows OS (Operating System)	60
2	Microsoft Word: Create, Save, Format, Retrieve, and Print Documents and Graphics	60
3	Microsoft Excel: Enter, Save, Load, Format, and Print Documents and Graphics	60
4	Microsoft PowerPoint: Research & Create Presentations using Masters Sounds/Music clips and Graphics	60
Total		240

Track 1: Mornings

Mon – Fri 9:00 am to 12:00 pm
4 months in length/15 instructional Hrs/week

Track 2: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
4 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Computer Application Online Program – 240 Hours – Spanish

Introduction to Computer Application Online Program which will include lectures, group discussions, presentations, and creative work, in Spanish. Introduction to computer technology, includes decision-making, productivity, communication, and problem-solving skills, all in Spanish. Areas of instruction include computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software as well as the use of emerging technologies.

In this course, students can acquire skills required to create, edit, and publish industry appropriate document. Areas of study will also include oral and written communication and information research for reporting purposes. The class will be conducted using an online lecture via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupations after Completion:

Students will be able to seek entry-level positions, namely: Customer's Service, General Office Assistant and Office Filing Clerk.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks, General and 43-4070 File Clerks

Program Hours Breakdown

Module	Course	Clock Hours
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2	Microsoft Word: Create, Save, Format, Retrieve, and Print Documents and Graphics	60
3	Microsoft Excel: Enter, Save, Load, Format, and Print Documents and Graphics	60
4	Microsoft PowerPoint: Research & Create Presentations using Masters Sounds/Music clips and Graphics	60
Total		240

Track 1: Mornings

Mon – Fri 9:00 am to 12:00 pm
4 months in length/15 instructional Hrs/week

Track 2: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
4 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Computer Application Online Program –240 Hours – Chinese

Introduction to Computer Application Online Program which will include lectures, group discussions, presentations, and creative work, in Chinese. Introduction to computer technology, includes decision-making, productivity, communication, and problem-solving skills, all in Chinese. Areas of instruction include computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software as well as the use of emerging technologies.

In this course, students can acquire skills required to create, edit, and publish industry appropriate document. Areas of study will also include oral and written communication and information research for reporting purposes. The class will be conducted using an online lecture via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupations after Completion:

Students will be able to seek entry-level positions, namely: Customer's Service, General Office Assistant and Office Filing Clerk

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks, General and 43-4070 File Clerks

Program Hours Breakdown

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2	Microsoft Word: Create, Save, Format, Retrieve, and Print Documents and Graphics	60
3	Microsoft Excel: Enter, Save, Load, Format, and Print Documents and Graphics	60
4	Microsoft PowerPoint: Research & Create Presentations using Masters Sounds/Music clips and Graphics	60
Total		240

Track 1: Mornings

Mon – Fri 9:00 am to 12:00 pm
4 months in length/15 instructional Hrs/week

Track 2: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
4 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Graphic Design Window Online Program – 288 Hours

Introduction to Graphic Design which will include lectures, group discussions, presentations, and creative work, all in English. The goal of this course is to further your understanding of the basic objectives, principles, presentations, and methods used in graphic design. The projects described here are designed to provide a range of opportunities for creative problem solving within practical constraints. The class will be conducted using an online lecture format via Google Meet to demonstrate the software along with a discussion board for problem solving among peers. It also emphasizes visual concepts and fundamental design.

Potential Occupations after Completion: Students will be able to seek positions in professional businesses, such as a graphic designer of pre-press or post-press companies, film producing companies, and media producing companies. Students could also freelance as a private website designer for any kind of online store or organization.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 27- 1024 Graphic Designers, 27-4032 Film and Video Editors, 27-4090 Miscellaneous Media and Communication Equipment Workers, and 15-1255 Web and Digital Interface Designers.

Program Hours Breakdown

Module	Course	Clock Hours
1	Adobe Photoshop Beginner Get accustomed with the program. Basic Photo Corrections, Layering, Mask and Channels.	48
2	Adobe Photoshop Advanced Advanced typography, Compositing, and Layering. Will also learn Vector Drawing, Mixer Brush, and Preparing Files for the Web.	48
3	Adobe Illustrator Beginner Getting Familiar with the program. Creating and Editing shapes as well as Selecting and Aligning. Being able to Transform objects, Draw with a pen and pencil tools. Will also learn how to Color and Paint.	48
4	Adobe Illustrator Advanced Work with layers and perspective drawing. Learn how to Blend colors and shapes. Applying effects, appearance attributes and graphic styles. Working with brushes and symbols.	48
5	InDesign Beginner Get to know InDesign. Set up documents and work with pages	48
6	InDesign Advanced Import and Modify graphics, Create tables, and Working with Transparency. Also learn how to work with color and styles.	48
Total		288

Track 1: Mornings

Mon – Fri 9:00 am to 12:00 pm
6 months in length/12 instructional Hrs/week

Track 2: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
6 months in length/12 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Graphic Design Window Online Program –288 Hours – Spanish

Introduction to Graphic Design which will include lectures, group discussions, presentations, and creative work, all in Spanish. The goal of this course is to further your understanding of the basic objectives, principles, presentations, and methods used in graphic design. The projects described here are designed to provide a range of opportunities for creative problem solving within practical constraints. The class will be conducted using an online lecture format via Google Meet to demonstrate the software along with a

discussion board for problem solving among peers. It also emphasizes visual concepts and fundamental design.

Potential Occupations after Completion: Students will be able to seek positions in professional businesses, such as a graphic designer of pre-press or post-press companies, film producing companies, and media producing companies. Students could also freelance as a private website designer for any kind of online store or organization.

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4	Adobe Illustrator Advanced Work with layers and perspective drawing. Learn how to Blend colors and shapes. Applying effects, appearance attributes and graphic styles. Working with brushes and symbols.	48
5	InDesign Beginner Get to know InDesign. Set up documents and work with pages	48
6	InDesign Advanced Import and Modify graphics, Create tables, and Working with Transparency. Also learn how to work with color and styles.	48
Total		288

Track 1: Mornings

Mon – Fri 9:00 am to 12:00 pm
6 months in length/12 instructional Hrs/week

Track 2: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
6 months in length/12 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Graphic Design Window Online Program –288 Hours– Chinese

Introduction to Graphic Design which will include lectures, group discussions, presentations, and creative work, all in Chinese. The goal of this course is to further your understanding of the basic objectives, principles, presentations, and methods used in graphic design. The projects described here are designed to provide a range of opportunities for creative problem solving within practical constraints. The class will be conducted using an online lecture format via Google Meet to demonstrate the software along with a discussion board for problem solving among peers. It also emphasizes visual concepts and fundamental design.

Potential Occupations after Completion: Students will be able to seek positions in professional businesses, such as a graphic designer of pre-press or post-press companies, film producing companies, and media producing companies. Students could also freelance as a private website designer for any kind of online store or organization.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 27- 1024 Graphic Designers, 27-4032 Film and Video Editors, 27-4090 Miscellaneous Media and Communication Equipment Workers, and 15-1255 Web and Digital Interface Designers.

Program Hours Breakdown

Module	Course	Clock Hours
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Total		288

Track 1: Mornings

Mon – Fri 9:00 am to 12:00 pm
6 months in length/12 instructional Hrs/week

Track 2: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
6 months in length/12 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Computerized Accounting Online Program – 180 Hours

This online program provides the student with bookkeeping and Quick Book Software application training. This course will cover accounting procedures for typical businesses. This course has the basic structure of accounting: receivables, payables, and inventories in a computerized setting. The class will be conducted using an online lecture format via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupations after Completion:

Students will be able to perform the duties of a General Bookkeeper, Accounting Clerk, Administrative Clerk, Payroll Clerk, Accounts Receivable Clerk, Accounts Payable clerk, Billing Control Clerk.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors and 43-3021 Billing and Posting Clerks.

Program Hours Breakdown

Module	Course	Clock Hours
1	Basic Accounting Terminology and computer skill review	18
2	Account Setup	18
3	Payroll Setup	18
4	Initial Company Setup and Create Invoice	18
5	Record Payments and Pay Sales Tax	18
6	Service Company and Merchandising Company	18

7	Backup Data and Generate Reports	18
8	Case Study and problem solving	36
9	Career Projects: Application Letter, Appropriate Business, Attire, and Resume	18
Total		180

Track 1: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
3 months in length/ 15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Computerized Accounting Online Program – 360 Hours

This online program provides the student with bookkeeping and Quick Book Software application training. This course will cover accounting procedures for typical businesses. This course has the basic structure of accounting: receivables, payables, and inventories in a computerized setting. The class will be conducted using an online lecture format via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupations after Completion:

Students will be able to perform the duties of a General Bookkeeper, Accounting Clerk, Administrative Clerk, Payroll Clerk, Accounts Receivable Clerk, Accounts Payable clerk, Billing Control Clerk.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors and 43-3021 Billing and Posting Clerks.

Program Hours Breakdown

Module	Course	Clock Hours
1	Bookkeeping and Basic Accounting Terminology	36
2	Account Setup	36
3	Payroll Setup	36
4	Initial Company Setup and Create Invoice	36
5	Record Payments and Pay Sales Tax	36
6	Service Company and Merchandising Company	36
7	Backup Data and Generate Reports	36
8	Case Study (Part 1 & 2)	72
9	Career Projects: Application Letter, Appropriate Business, Attire, and Resume	36

Track 1: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
6 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Medical Insurance Biller and Coder Online Program – 240 Hours

Introduction to basic medical office administration procedures. Emphasis is on records management, ICD/CPT insurance coding, billing form preparation, and collection procedures. The course concludes with job search techniques. In this course, students can acquire skills required to handle insurance billing, coding & claims. We want our students to be able to perform well in a real working environment, associating with real patients and insurance companies, as well as performing technical tasks. The class will be conducted using an online lecture format via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupations after Completion:

Students who successfully complete this program can expect to obtain employment in health care institutions, hospitals, clinics, both large or small clinical offices and health care maintenance organizations or insurance companies, and State and local community health and home health agencies in entry-level positions such as: Billing Clerk, Billing Specialist, Patient Account Representative, Patient Services Representative.

The job classification this program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-3011 Bill and Account Collectors, 43-3021 Billing and Posting Clerks, 43-601 Medical Secretaries and Administrative Assistants, and 31-9092 Medical Assistants.

Student Learning Objectives:

- Identify the purpose of medical filing and define medical terminology.
- Describe the use of the CPT and ICD-10 Code in filing claims.
- Demonstrate ability to use CPT and ICD-10 Code Manuals.
- Practice of Insurance billing, coding.

Program Hours Breakdown

Module	Course	Clock Hours
1	Medical Terminology of Body Systems	40
2	Insurance Health Care Plans and Ethics	40
3	Basic MS Office Suite, Word, and Excel	20
4	The Use of the CPT and ICD-10 Coding Reference	60

5	Practice of Insurance Billing, Coding, Completing, Submitting, Tracing	60
6	Career Project: Application Letter and Resume	20
Total		240

Track 1: Afternoons

Mon – Fri 6:00 pm to 9:00 pm

4 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Computerized Medical Office Management Program – 720 Hours

Introduction to basic medical office administration procedures. Emphasis is on records management, ICD/CPT insurance coding, billing form preparation, and collection procedures, inventory of supplies and equipment, routine maintenance of office equipment, physical plant maintenance, accounts receivable and payable, banking and payroll. The course concludes with job search techniques. In this course, students can acquire the skills required to manage basic medical office operations which includes but not limited to filing patient records, maintaining office environment, basic insurance coding & claims, maintaining office daily operations, answering phones, performing basic accounting for medical office, etc. The class will be emphasizing on two components of a medical assistant position: basic computer skills and interpersonal social skills. We want our students to be able to perform well in a real working environment, associating with real patients and insurance companies, as well as performing technical tasks.

Potential Occupations after Completion:

Students who successfully complete this program can expect to obtain employment in health care institutions, hospitals, clinics, both large or small clinical offices and health care maintenance organizations or insurance companies, and State and local community health and home health agencies in entry-level positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing Specialist, Patient Account Representative, Patient Services Representative, Hospital Admissions Clerk, Medical Records Clerk. The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are: 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051 Payroll and Timekeeping Clerks, 43-9061 Office Clerks, General, 43-3011 Bill and Account Collectors, 43-3021 Billing and Posting Clerks, 43-601 Medical Secretaries and Administrative Assistants, 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive and 31-9092 Medical Assistants.

Student Learning Objectives:

- Identify the records that should be gathered in preparation for the patient’s visit.
- Identify the purpose of medical filing and define medical filing terminology.
- Demonstrate the ability to file medical records per alphabetic, numeric, terminal digit, cross-reference and color code filing methods.
- Identify the purpose of medical filing and define medical terminology.
- Describe the use of the CPT and ICD-10 Code in filing claims.
- Demonstrate ability to use CPT and ICD-10 Code Manuals.
- Practice of Insurance billing, coding.

Program Hours Breakdown

Module	Course	Clock Hours
1	Broad Medical Terminology of Body Systems	74
2	Patient's Medical records Management in the Medical Office	74
3	Management of Health Care Forms and Insurance Health Care Plans and Ethics	74
4	Basic MS Office Suite, Word and Excel	74
5	CPT and ICD-10 Coding Reference and Collection Plans	74
6	Inventory Control and Purchasing and Maintaining Office Equipment	74
7	Accounts Receivable and Accounts Payable Bookkeeping	74
8	Practice of Insurance Billing, Coding, Completing, Submitting and Tracing	74
9	Describe the use of the CPT and ICD-10 Code in Filing Claims	74
10	Career Project (Part 1) Application Letter, Appropriate Business Attire and Resume	27
11	Career Projects (Part 2) Thank You Letter and Presentation	27
Total		720

Track 1: Mornings

Mon – Thur 9:00 am to 12:00 pm
15 months in length/12 instructional Hrs/week

Track 2: Afternoons

Mon – Thur 6:00 pm to 9:00 pm
15 months in length/12 instructional Hrs/week

No Internships or Externships required but there will be a midterm and final exam.

Information Technology Applications with Basic Accounting Online Program – 240 Hours

Information Technology Applications with Basic Accounting will include lectures, group discussions, presentations, and creative work, in English. Information technology applications with basic accounting, includes decision-making, productivity, communication, and problem-solving skills. Areas of instruction include integration of word processing, desktop publishing, spreadsheet, database, accounting, and presentation software as well as the use of emerging technologies. In this course students can acquire skills required to create, edit, invoice, create purchase orders and publish industry appropriate documents. Areas

of study will also include oral and written communication and information research for reporting and accounting purposes. The class will be conducted using online lecture via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupation after Completion:

Students will be able to seek entry-level positions namely: Customer Service, General Office Assistant, Office Filing Clerk, and General Bookkeeper.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks General, 43-4070 File Clerks, and 43-3031 Bookkeeping.

Program Hours Breakdown

<u>Module</u>	<u>Course</u>	<u>Clock Hours</u>
1	Windows OS and Microsoft Word Create, Save, Format, Retrieve, and Print Documents and Graphics	60
2	Microsoft PowerPoint Research & Create Presentations using Master Sounds/Music Clips and Graphics	60
3	Microsoft Excel Create Spreadsheets, use formulas, save, load, and Format documents.	60
4	Basic Accounting Students will be able to perform the duties of a general bookkeeper, accounting clerk, administrative clerk, payroll clerk etc.	60
Total		240

Track 1: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
4 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Information Technology Applications with Basic Accounting Online Program – 240 Hours - Spanish

Information Technology Applications with Basic Accounting will include lectures, group discussions, presentations, and creative work, in English. Information technology applications with basic accounting, includes decision-making, productivity, communication, and problem-solving skills. Areas of instruction include integration of word processing, desktop publishing, spreadsheet, database, accounting, and

presentation software as well as the use of emerging technologies. In this course students can acquire skills required to create, edit, invoice, create purchase orders and publish industry appropriate documents. Areas of study will also include oral and written communication and information research for reporting and accounting purposes. The class will be conducted using online lecture via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupation after Completion:

Students will be able to seek entry-level positions namely: Customer Service, General Office Assistant, Office Filing Clerk, and General Bookkeeper.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks General, 43-4070 File Clerks, and 43-3031 Bookkeeping.

Program Hours Breakdown

<u>Module</u>	<u>Course</u>	<u>Clock Hours</u>
1	Windows OS and Microsoft Word Create, Save, Format, Retrieve, and Print Documents and Graphics	60
2	Microsoft PowerPoint Research & Create Presentations using Master Sounds/Music Clips and Graphics	60
3	Microsoft Excel Create Spreadsheets, use formulas, save, load, and Format documents.	60
4	Basic Accounting Students will be able to perform the duties of a general bookkeeper, accounting clerk, administrative clerk, payroll clerk etc.	60
Total		240

Track 1: Afternoons
 Mon – Fri 6:00 pm to 9:00 pm
 4 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

Information Technology Applications with Basic Accounting Online Program – 240 Hours - Chinese

Information Technology Applications with Basic Accounting will include lectures, group discussions, presentations, and creative work, in English. Information technology applications with basic accounting,

includes decision-making, productivity, communication, and problem-solving skills. Areas of instruction include integration of word processing, desktop publishing, spreadsheet, database, accounting, and presentation software as well as the use of emerging technologies. In this course students can acquire skills required to create, edit, invoice, create purchase orders and publish industry appropriate documents. Areas of study will also include oral and written communication and information research for reporting and accounting purposes. The class will be conducted using online lecture via Google Meet to demonstrate the software along with a discussion board for problem solving discussion among peers.

Potential Occupation after Completion:

Students will be able to seek entry-level positions namely: Customer Service, General Office Assistant, Office Filing Clerk, and General Bookkeeper.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks General, 43-4070 File Clerks, and 43-3031 Bookkeeping.

Program Hours Breakdown

Module	Course	Clock Hours
5	Windows OS and Microsoft Word Create, Save, Format, Retrieve, and Print Documents and Graphics	60
6	Microsoft PowerPoint Research & Create Presentations using Master Sounds/Music Clips and Graphics	60
7	Microsoft Excel Create Spreadsheets, use formulas, save, load, and Format documents.	60
8	Basic Accounting Students will be able to perform the duties of a general bookkeeper, accounting clerk, administrative clerk, payroll clerk etc.	60
Total		240

Track 1: Afternoons

Mon – Fri 6:00 pm to 9:00 pm
4 months in length/15 instructional Hrs/week

No Final tests and required Internships or Externships. End of module exams will be given with a minimum of 80% required to pass the module.

ADMISSIONS

Admission Requirement

The general requirements for admission to The Golden Bridge College are as follows:

- (1) The student must have reached the age of 18, as verified by the student's driver's license or government issued ID.
- (2) The student must have a high school diploma or its equivalent (GED). The students must have passed a high school proficiency exam.
- (3) If you are at least 18, an immigrant to the United States and have completed high school in your country of origin, to enroll at Golden Bridge College, you need to provide a copy of your secondary school education credential as well as an English translated copy which clearly identifies completion of secondary education that is equivalent to a U.S. high school diploma. Golden Bridge College can provide a list of such translation services if needed. The translation must be conducted at your own expense before enrollment. Students pay translation fees to the third party directly.
- (4) All students in a postsecondary educational program are required to possess a high school diploma or its equivalent, or otherwise successfully take and pass an Ability to Benefit examination. An institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination. Our institution uses the CELSA; Combined English Language Skills Assessment Test. The minimal passing score is 97.
- (5) For the Spanish and Chinese students, they need the above requirements and a strong basic knowledge of Spanish or Chinese speaking and academic understanding.
- (6) School does not accept any credits for transfer from any other institution, college, or university. Golden Bridge College has not entered into an articulation or transfer agreement with any other school or institution.

ACADEMIC POLICIES

Standards for Student Achievement

Students are encouraged to finish their coursework in a timely basis and within the specified time given to finish a program. All programs are divided into courses or modules. At the end of each course or module, a test or a project are assigned to evaluate student progress. You must refer to the guidelines offered for the specific course you are taking, in order to assess the number of tests or projects that students are required to take, re-take, or pass. Golden Bridge College's instructors will advise students of their academic progress at the end of each course or module and recommend make-up work, quizzes, tests, modules, as necessary. The approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation is 10 days.

Grading

Students must complete the required classroom hours of a class or course to receive a certificate. The grading standards are under an "A-F" grading policy. Students must receive a minimum of 80% on all tests or quizzes to pass the class.

To be eligible for graduation a student must earn an overall grade point average of a "B" and above and fulfill the attendance policies.

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

59% and below	F (Not Passing)
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A student must receive the following minimum grade ratings to complete the course:

- score of 80% or higher on all quizzes
- score of 80% or higher on all written exams of every course.
- score of 80% or higher on every practical hands-on test.
- Any score below 80% is considered a failing score.

Failed quizzes and tests are Make-up Quizzes and Tests Procedures:

- All students may retake quizzes and tests 24-hours after failing the exam. Students must contact his/her instructor to schedule retakes. Your instructor will inform the office associates which test you are to take. The exam must be taken outside of class hours. Retake times are Monday-Friday (5 pm–6 pm)
- Students who fail the second version of the exam will be required to pay \$20 for the third version of the exam.
- If a student is absent on test day a grade of zero or “F” will be issued for that test. The student can make up the missed test. The test must be made up the next available date the student attends school. If a student fails to make up test on the next available day, then the zero will be the final grade. The student must retake the test the next available day at the institution. Students who miss a test due to an approved Leave of Absence (LOA) or suspension will not receive an initial grade of zero or “F” but must make up the test upon return from the LOA. The school will work with the students to come up with an education plan to take the missed tests in a timely manner.

Attendance Policy

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. Frequent tardiness and/or absences are the cause of disciplinary action such as probation or dismissal. Attendance is measured in clock hours and student attendance in all scheduled activities is expected to meet graduation requirements. The following policies and procedures must be followed to ensure clock hours are accurately documented.

1. Absences - Attendance is taken daily. Students should notify the Administrative Office, supervising instructor, and school receptionist of expected absences in advance by completing an electronic Courtesy Form at the reception desk. In the event of an unexpected absence (i.e., illness, emergency), students should call the front desk as soon as possible.

2. Tardiness/Leaving Early - Tardiness is a disruption of a good learning environment and is discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students arriving 15 minutes late for a class or leaving 15 minutes early prior to the end of class will be considered “tardy” or “leave early”. Three times of “tardy” or “leave early” constitute an absence, which may affect the student’s overall attendance and must be made up.

3. Attendance Evaluation - The evaluations occur on the end of every four calendar weeks.

4. Maximum time frame for course attendance

The maximum time which allowed for students to complete each course at satisfactory progress is not exceed 150% of the course length.

5. Makeup Hours - Students who miss scheduled school hours due to absence or tardiness are encouraged to attend the scheduled Make Up Hours (Mon-Fri, 5pm-7pm, Sat 9 am-1 pm, not offered on Holidays) to make up missed hours. Make-up hours must be completed with an instructor and will be charged **at the tuition rate of \$20/hour**. Arrangements must be approved by the administration **before** the class time begins. Making up hours is optional, but students must meet minimum attendance requirements to graduate.

6. Clock hours - Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study. A clock hour is a period consisting of a 50 to 60-minute class, lecture, or hands on practical in a 60-minute period.

7. Timecard - Each student is required to maintain an individual timecard. The timecard is a way for the staff and students to maintain and track an individual's clock hours, theory hours, and practical operation hours. Minimum requirements in each category must be met before graduation. Student timecard daily records are the property of Golden Bridge College and remain on campus. Students are required to "clock in and out" upon arrival, lunchtime, and departure time, utilizing a biometric (finger scanning) time clock.

8. Lunch – Students who attend class for 8-hour period are required to take a thirty-minute lunch break. Students are allotted a thirty-minute lunch period to be taken between 12:30 p.m. and 1:00 p.m. Students must notify the instructor and reception desk if they deviate from their scheduled thirty-minute lunch, i.e., earlier than scheduled or extended beyond thirty minutes. Failure to clock out or back in from lunch could result in loss of attendance hours for that period. Repeated instances of failure to clock out for lunch may result in a written counseling form, suspension and/or requirement to meet with the school Director.

9. Breaks - Students are allowed up to two 10-minute breaks per class day.

10. Leave-Of-Absence – Written requests for leave will be considered at the discretion of the school administration. A leave of absence will be granted for emergencies only. A leave of absence must not exceed 60 days during the program.

Students may request a leave of absence exceeding 60 days only for medical reasons. It is the student's responsibility to contact the school after a leave of absence to continue their program.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at GBC. To maintain Satisfactory Academic Progress (SAP) as established by this institution students must:

1. Maintain a cumulative academic grade point average (GPA) of "B" (80%) or better at the end of each evaluation period. GPA includes grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.

2. Maintain a cumulative average attendance level of at least 90% of the scheduled

hours indicated on their enrollment contract at the end of each of the evaluation periods.

3. The maximum time which allowed for students to complete each course at satisfactory progress is not exceed 150% of the course length. The length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 15 weeks (including grace time for absences), he or she must complete it within 23 weeks.

4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be making satisfactory progress until the next evaluation.

5. Students are given monthly progress reports, which show their academic and attendance percentages. If students' academic grade point average 80% or higher and attendance percentage are 90% or higher, they are maintaining satisfactory academic progress.

Graduation Requirement

When a student has completed the required clock hours, all assignments, all assessments for his/her course of study with 80% cumulative grade average, 90% attendance, and payment has been made in full, the student is awarded a diploma certifying his or her graduation.

Probation and dismissal Policies

Students will be dismissed or suspended from classes or courses if they are disruptive or exhibit inappropriate behavior within the classes, or if they miss more than 10% of a class, or if they do not meet the minimum requirements for satisfactory academic progress. Students with 14 consecutive days of absence will be withdrawn. In addition, students who fall below 90% of attendance will be placed on attendance probation and are allowed a maximum of thirty days to raise their attendance to meet the required percentage. A record of progress and all classes or courses completed will be kept in the student's file in the administrative office. Once the student is put on probation, they will be evaluated at the next evaluation point. If the student meets the required attendance percentage at that evaluation point, the student is removed from probation and is notified in writing of having achieved good attendance standing. The Director of Education may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance. Termination also may be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance policy, c) the conduct policy.

Reinstatement

The appeal process may reinstate a student who has been terminated for failing to maintain satisfactory academic progress or attendance. The reinstatement process must have the approval of the Director. A student may be reinstated only once.

Distance Education

Golden Bridge College offers distance education for certain programs to students anywhere in the United States who cannot physically attend any of our schools. We use Google Meet for visual and oral instruction. Coursework and projects may be turned in online. Feedback, evaluations, and grades are provided online to the student.

The approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation is 10 days.

Distance Education Disclaimer

As part of the online training program, Golden Bridge College utilizes the services of Google Meet as the main application for sharing computer screens between the instructor and the student during class time.

With this application, the instructor may request access to the student's computer screen and the student may grant permission by clicking "confirm" on the requesting dialog box. The instructor can only access the student's screen after receiving permission from the student. Golden Bridge College will provide a link for the students to join Google Meet via their computer. Once Google Meet is enabled on the student's computer, the instructor may not access the student's computer without receiving permission through a computer form or dialog box. This program is to be used only during class. It is the student's sole responsibility to uninstall these programs at the end of their course.

Program Changes

Golden Bridge College reserves the right to make any program or curriculum changes at any time. However, the school 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 to allow them to book accommodation in a timely manner.

Language Proficiency

General knowledge of English, Spanish and/or Chinese written and spoken is necessary to participate in our programs. The level of proficiency is equivalent to a twelfth-grade education. This is determined by the passing of CELSA and LPAT proficiency tests. Diplomas or GEDs are accepted instead of taking the exam. **An Ability-to-Benefit "ATB" test is required and must be passed with a minimum score of 37, by students who did not graduate from high school. The ACTT test is a U.S. Department of Education approved "ATB" test for English Speaking students. The student must achieve the minimum passing scores to be considered for admission to the College. Golden Bridge College currently accepts ATB test scores from Association of Teacher Testers (ACTT) with a minimum score of Reading 17, and Math 14. (For Both Chinese and Spanish Students) – This is the equivalent to a 70% passing score.**

English as a second language

Classes are conducted in English, Spanish and Chinese. For specific language of instruction for each program, please refer to the Schedule of all Programs. The proficiency level is deemed sufficient by the passing of the CELSA or LPAT tests for each language. Diplomas or GEDs are accepted instead of taking the exam. **An Ability-to-Benefit "ATB" test is required and must be passed with a minimum score of 34, by students who did not graduate from high school. The CELSA is a U.S. Department of Education approved "ATB" test for ESL students. The student must achieve the minimum passing scores to be considered for admission to the College. Golden Bridge College currently accepts ATB test scores from Association of Teacher Testers (ACTT) with a minimum score of Reading 17, and Math 14. (For Both Chinese and Spanish Students) – This is the equivalent to a 70% passing score.**

International student

Golden Bridge College does not admit international students from other counties and does not provide visa services. College will not vouch for status and will not charge any associated fees.

Credit for Prior Experiential Learning: N/A

Golden Bridge College does not grant credits for prior experiential learning to a student.

Transfer and Articulation Agreements

Golden Bridge College has not entered into an articulation or transfer agreement with any other colleges or universities.

Credit Transfer

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Golden Bridge College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution 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 Golden Bridge College to determine if your certificate will transfer.

Hygiene, Dress Code, and Draping Policies

Hygiene: To prepare students for a career in their fields of study, students enrolled in massage therapy programs are expected to maintain high standards of personal hygiene and cleanliness in the classroom. Massage therapy program students' nails must be clean and trimmed short. All hair must be clean and neatly groomed. Massage lotion/ gel will be provided for your use while you are in class.

Dress Code: Students are required to always wear the following: closed-toe shoes, pants that reach at least below-knee, and school uniform. Students not adhering to GBC's dress code will be dismissed from class for the day and will be required to make up missed hours.

Draping: Students are taught how to properly drape. Draping is an important part of professional massage therapy practice. It is the use of sheets and/or towels to cover clients during a massage. It is essential for the massage client's sense of security, modesty, and warmth during a massage session. Before beginning a massage session, the student must explain/demonstrate to the client the appropriate draping techniques, and how to position themselves on the table. The client must be always draped/covered, and only the area being massaged should be exposed. The client's genitalia and breasts (for females) must always remain covered.

FINANCIAL INFORMATION

FINANCIAL AID STUDENTS' RIGHTS

Students have the right to know: • The types of Financial Aid available at Golden Bridge College; • The basis for eligibility and the process for obtaining Financial Aid; • The types of Financial Aid awarded to the student and the conditions of the Financial Aid award under which the student agrees to comply; • The standards under which a student maintains and reestablishes eligibility for Financial Aid; • The method and timing of the disbursement of Financial Aid; • The general terms applicable to any Federal Work-study employment; • Information regarding the institution; and • Information regarding the retention and completion rates.

Financial Aid/Vouchers

Golden Bridge College participates in the California supplemental work voucher financial aid programs. We accept supplemental job displacement vouchers. Students who wish to enroll in any of our courses must present a voucher issued by their issuing insurance company as proof of financial responsibility. Golden Bridge College will decide at its discretion the admittance of such students into a program upon verification. Students withdrawing from the program are not issued a refund directly. Any refund will be paid back to the insurance company that issued the original payment minus the enrollment fee and a percentage of hours attended. Refunds will be repaid within 45 days of withdrawal from the program/school. Please see refund policy for more details. Golden Bridge College also accepts students

who wish to enroll in any of our programs and wish to pay the tuition themselves using cash. Cash students withdrawing from the program will have the refund issued directly to them within 45 days of withdrawal of the program. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. 5, CCR §71810(b)(6)

Employees injured between Jan. 1, 2004, and Dec. 31, 2012, with injuries that result in permanent partial disability who do not return to work for the employer within 60 days of the termination of temporary disability, may qualify for the SJDB voucher, unless the employer offers and the employee rejects, or fails to accept, modified work, lasting at least 12 months. The benefit comes in the form of a non-transferable voucher that can be used to pay for education-related retraining or skill enhancement, or both, at state-approved or state-accredited schools. The voucher covers school tuition, fees, books, and expenses required by the school for training. No more than 10 percent of the value of the voucher can be used for vocational & returning to work counseling. The amount of the voucher varies from \$4,000 to \$10,000, depending on the level of permanent disability.

Employees injured on or after Jan. 1, 2013, with injuries that result in permanent partial disability, and whose employer does not offer other regular, modified, or alternative work, may also qualify for the SJDB voucher. The offer must be made within 60 days after receipt by the claim's administrator of the Physician's Return-to-Work & Voucher Report (Form DWC-AD 10133.36) The voucher amount is \$6000 for all levels of permanent disability and can be used for training at a California public school or any other provider listed on the state's eligible training provider list. It can also be used to pay licensing or certification and testing fees, to purchase tools required by a training course, to purchase computer equipment of up to \$1,000 and to reimburse up to \$500 in miscellaneous expenses. Up to 10 percent, or \$600, may be used to pay for the services of a licensed placement agency or vocational counselor. No more than 10 percent of the value of the voucher can be used for vocational & returning to work counseling.

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 money not paid from federal student financial aid program funds.

STUDENT CODE OF CONDUCT

Golden Bridge 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:

- * Being under the influence of drugs/alcohol during class time.
- * Possession of drugs/alcohol on school premises.
- * Disruptive or disrespectful behavior.
- * Obstruction or disruption of classes
- * Theft or damage of property belonging to the college and/or member of the college.
- * Excessive absences/tardiness.
- * Any behavior that does not conform to school policies.
- * Harassment, assault, battery, abuse, or any threat of force or violence directed toward students, staff, or any member of the college.

Anti-harassment Policy

Golden Bridge College is committed to providing a learning environment free of unlawful harassment. Golden Bridge College 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. Golden Bridge 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 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. Golden Bridge 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. Golden Bridge 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.

Appeals Policy

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the College. The student has ten (10) business days to appeal against the decision of the College regarding the action taken and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The College will form a committee who will review and take the necessary steps to resolve the appeal. The College has ten (10) business days to respond.

CAMTC Required Statements

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

1. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed", "certified", "CMT", or "CMP", in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
2. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code 4600 et. Seq.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at:

One Capitol Mall, Suite 800

Sacramento, CA 95814

www.camtc.org phone: (916) 669-5336 fax: (916) 669-5337

STUDENT SERVICES

Academic Assistance

Golden Bridge College offers Technical Support and Basic Introductory Classes to students. Academic assistance is based on staff availability and is subject to change without prior notice.

Technical Support is available Monday-Friday between 8:30 am -5:00 pm Academic Assistance of the Basic Introductory Classes are taught as follows:

12:00 p.m. – 1:00 p.m. & 4:00 p.m. – 5:00 p.m.

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

Resume Workshops

Golden Bridge College offers resume workshops. This workshop is offered twice a month and is based on staff availability without prior notice. The workshop is designed to help students develop a resume.

Learning Resources

Our instructors make any learning material, recorded classes or missed coursework available to students upon request. The student may access the material either by email or by their google drive.

Students with Disabilities

Golden Bridge College provides reasonable accommodation for students with disabilities. Students seeking academic accommodation 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. For assisting students who are unable to physically attend classes at our campus, we offer prerecorded class sessions, which can be reviewed online. Most of our programs can be taught live online and students can receive instant feedback. We will make every effort to deliver instruction to students with disabilities. However, we cannot guarantee that every case will have the desired outcome in regarding the expected accommodations.

Professional Guidance

The school administration provides professional guidance to students in their course selection, and in achieving their goals to work anywhere.

Student Record Retention:

Student records are maintained in an indexed electronically identifiable file server and locked in the fire-resistant filing cabinets. All institutional records are maintained for a minimum period of not less than six years. In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution will maintain and safeguard against loss or damage (in indexed electronically identifiable file server, and/or locked fire-resistant filing cabinets) records of the name, address, email address, and telephone number of each student who is/was enrolled in an educational program, for a

period of six years from the student's date of completion or withdrawal. Permanent records include of all the following:

- The certificate and the date on which that certificate was granted.
- The courses and units on which the certificate was based.
- The grades earned by the student in each of those courses.
- The copy of transcript.
- Copies of all documents signed by the student, including contracts, instruments of indebtedness.
- The copy of the language proficiency test given to the student before admission. The test used will be Combined English Language Skills Assessment (CELSA).
- Records of the dates of enrollment and attendance, if applicable, withdrawal, leaves of absence, and graduation.
- A document specifying the amount of a refund if applicable, including the amount refunded for tuition, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which the refund was sent.
- Copies of any official advisory notices or warnings regarding the student's progress.
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.
- Golden Bridge College will maintain an exemplar of all notices and disclosures provided to students and a record of the time within which each notice and disclosure was provided. The institution shall maintain records of student attendance on a roster and as part of each student's Educational Record.

Libraries and other Learning Resources

Golden Bridge College has a small library which the students can walk in and use with free access and is always available to students during school hours. Students must sign in and out at the reception desk during school hours to access the school's library. Due to the limited number of books, all books must remain in the school and cannot be checked out. The library contains books and resources which can be used on site such as Microsoft office books, Adobe photoshop, Illustrator and InDesign books as well as Books on different massage techniques. Our instructors make any learning material, recorded classes, or missed coursework available to students upon request. The student may access the material either by email or by their google drive. Students are also encouraged to visit the multiple public libraries in our area. El Monte Library is located at 3224 Tyler Ave., El Monte, CA. 9173. This library is air conditioned and has quiet reading areas for research. There are also 7 public libraires available to our students within a 3-mile radius. These libraries are accessible to the public and have other learning resources, in the facilities such as public computers. Students and faculty have access to the regular services of a professional librarian or information specialist experienced in the electronic retrieval of information, at these facilities as well. Public libraries require students to have a library card in order to check out books.

Placement Assistance service

The school aids in placing the students in jobs by providing an updated list of positions offered by potential employers. The administration actively advertises the availability of skilled workers in newspapers and professional magazines. Furthermore, the school representatives will contact businesses regarding the availability of employees in person, via mail and by phone. The school does not guarantee employment.

Transcripts

Upon completion of our program and graduation, the student will be given one free transcript. Our college must receive written consent from the students to release copies of transcripts to any third parties.

Housing

Golden Bridge College does not provide housing for its students. Golden Bridge College does not have dormitory. Within the bus transportation and walking distance, there are many apartments and houses near the college for rent. The student can find an apartment to share for around \$500 per month. Golden Bridge College does not assist students in finding housing. Golden Bridge College provides non-residential programs.

Student Rights and Responsibility

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 and is also available on the school's website. If you are unable to understand the terms and conditions of enrollment due to English not being your primary language, the school will provide a translator in your language to help you. All students' records are confidential, and only those agencies or individuals authorized by law are allowed access without written consent of the student. Students may request a record review or copies by writing a request to the school. Golden Bridge College will provide school catalog to prospective students or the general public, either in writing or electronically. The Golden Bridge College school catalog can also be found on the website at www.goldenbridgecollege.com

The student also has the right to know:

1. The school's programs and its faculty.
2. What the cost of attending is and the policy on refunds to students who drop out.
3. How the school evaluates if the students are making satisfactory progress in the program.
4. How the school will work with students on their probationary status.
5. If the college will accept the students no matter what their race, color, religion, creed or sexual preference.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 888-370-7589 or by visiting www.osar.bppe.ca.gov

The student has the responsibility to:

1. Review and consider all the information about the school program before enrolling.
2. Notify the school of a change in name, address, phone number and email address since the student applied.

Student Complaint and Grievance Procedure

This catalog is the document of authority for all students. While every effort is made to ensure the correctness and timeliness of the information contained in the catalog, Golden Bridge 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 catalog at any time. Golden Bridge College will publish a revised catalog at the beginning of the academic year in order to keep the information up to date. Golden Bridge College is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. However, if a student has a grievance against the college, the college has a complaint resolution procedure as follows:

Step1. Students begin by discussing the issue with the instructor verbally. If the complaint is not resolved within 3 business days:

Step2. Students can submit a Student Request Form to the Student Services Coordinator. If no resolution is reached within 5 business days:

Step3. The Student Services Coordinator will make the necessary arrangements for the student to meet or Zoom Meeting to discuss student’s concern with the instructor and the Student Services Coordinator together. If no resolution is then reached, the Student Services Coordinator arranges for the student to meet or Zoom Meeting with the Director of Education.

If a student has a grievance against the college, students may contact the Bureau for Private Postsecondary Education.at any time.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling 888-370-7589 or by visiting www.osar.bppe.ca.gov

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

Any questions students 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: at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897"

OTHERS

Bankruptcy: Golden Bridge College does not have a pending petition in bankruptcy, we are not operating as a debtor in possession, Golden Bridge College 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.

Accreditation: Golden Bridge is not accredited by an accrediting agency recognized by the United States Department of Education. School does not offer degree programs.

FEES

	Tuition	STRF**	Equipment Fee**+	Registration Fee**	Estimated Total Charges	Total Program Charges
Computer Application Online	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Computer Application Online - Chinese	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Computer Application Online - Spanish	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Computerized Accounting Online 180 hours	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00

Computerized Accounting Online 360 hours	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Computerized Medical Office Management	\$10,420.00	\$25.00	\$305.00	\$250.00	\$11,000.00	\$11,000.00
Graphic Design Online - Chinese	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Graphic Design Online - Spanish	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Graphic Design Window Online	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Information Technology Applications and Accounting	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Information Technology Applications and Accounting - Chinese	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Information Technology Applications and Accounting - Spanish	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00
Massage 600 hours	\$5,387.50	\$12.50	\$350.00	\$250.00	\$6,000.00	\$6,000.00
Massage 600 hours (Chinese)	\$5,387.50	\$12.50	\$350.00	\$250.00	\$6,000.00	\$6,000.00
Medical Insurance Biller and Coder Online	\$4,240.00	\$10.00	\$1000.00	\$250.00	\$5,500.00	\$5,500.00

+Every student in the online program may provide their own computer, mouse, software, printer.

+Every student in the online program that provides their own computer, mouse, software, and printer, our school does not charge the \$1,000.00 equipment fee.

** Non-refundable.

** Student Tuition Recovery Fund (STRF) of \$2.50 per thousand dollars of institutional charges. STRF is a nonrefundable charge.

* Equipment -----Provided after Cancellation Period

- Students attending most health care and on-campus programs will receive uniforms.
- Equipment consists of computer, printer, software, uniform, books, and supplies.
- If equipment is removed from original packaging the equipment is not refundable.

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 economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF 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 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, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 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 loan.

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 non-collection 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 taxpayer identification number.”

Cancellation Policies

Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation or withdrawal is effective only upon delivering written notice to the school in person or by mail. It is the student’s responsibility to verify that Golden Bridge College has received written notice. Cancellation is effective on the date written notice of cancellation is received by Golden Bridge College. Written notice of cancellation sent by mail must be mailed to: 10423 Valley Blvd. STE B2, El Monte, CA 91731. 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. 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.

Withdrawal from the program

If a student withdraws from the program after a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be given a pro-rated refund less nonrefundable fee. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. A refund will be sent to the original payer of the agreement within 45 days of withdrawal.

Refund Policy

If any portion of the tuition was paid from the proceeds of a loan or third party such as insurance company, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. 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, 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.