

Sober College School of Addiction Studies

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MISSION

The mission of the Sober College School of Addiction Studies (SCSAS) is to offer quality certification education in addiction counseling in order to improve treatment and recovery outcomes from alcohol and drug addiction. SCSAS is determined to allow students the flexibility to study for addiction counseling certification without sacrificing academic excellence.

OBJECTIVES

In support of the Sober College School of Addiction Studies mission, the school's objectives are:

- To provide students with the most up-to-date and comprehensive information available in the field of Addiction Studies.
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and practical skills they have learned.
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.
- To teach students proper techniques as well as business ethics.
- To encourage and foster the value of life-long learning in our students.

SCHOOL FACILITIES

All class sessions are held online at www.sobercollege.com.

The Sober College School of Addiction Studies business office is located at 15300 Ventura Blvd. Suite 226 Sherman Oaks, CA 91403. The office is situated on Ventura Blvd on the corner of Ventura Blvd. and Sepulveda Blvd, one and a half-block east of the San Diego Freeway (405).

The area of the business office is approximately 1,000 square feet, with front and back entrances. This space is divided into a reception area and two administrative offices. Restrooms are available, and the facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free ample student parking (including handicapped) is available around the building.

ADMISSION REQUIREMENTS AND PROCEDURES

Sober College School of Addiction Studies offers a Substance Use Counseling Certification Training Program to eligible applicants.

GENERAL ADMISSIONS POLICIES

Sober College School of Addiction Studies welcomes all students and does not discriminate based on race, color, national origin, religion, disability, gender, or any other way in its policies, practices, or procedures involving applicants, students, faculty, staff, and the public. Please note, however, that Sober College School of Addiction Studies reserves the right to refuse admission to anyone who

does not meet its admissions standards. With open enrollments, Sober College School of Addiction Studies does not reject applicants based on limited enrollment caps.

ELIGIBILITY REQUIREMENTS

1. Applicants must be at least 18 years of age to be considered for admission.
2. Applicants must show English proficiency by either providing proof of a high school diploma or a General Education Development (G.E.D.) certification from an English-speaking school. Any applicant who does not have such evidence of English proficiency will be required to take the Test of English as a Foreign Language (TOEFL) examination internet-based test (iBT) with a minimum score of 60 or better.

ADMISSION PROCEDURES

1. Applicants must complete and submit an online Application for Admission.
2. Applicants must schedule and complete an interview with a school representative to determine their desire, eligibility, and commitment to the program.
3. Applicants must review the school catalog.
4. Applicants must review and sign the Student Performance Fact Sheet for the program.
5. All students are required to utilize the Sober College School of Addiction Studies online Learning Management System, Moodle, to complete their coursework. An assessment shall be made at the time of processing admissions. The skills assessment survey is located on the last page of the Application for Admissions. Assessments shall be made on whether each prospective student has the skills and competencies to succeed in an online learning environment, as well as a student's access to computer, software, and internet technologies. These will be taken into consideration before admitting a prospective student into the program.
6. Upon completion of the required documents for admission, the administration will review the information and inform applicants of their enrollment status via email within five days.

MINIMUM COMPUTER REQUIREMENTS

Since all courses provide learning materials through the Sober College School of Addiction Studies online Learning Management System, Moodle, it is essential to have the right computer equipment to ensure the best possible learning experience. Electronic communication is the preferred method of communication for students, faculty, and staff. To take advantage of this technology, it is required that students, instructional and administrative staff acquire and maintain email access with the capability to send/receive attached files. To have a successful experience, the following is the minimum computer configuration needed:

Hardware

- A processor of 1.6 GHz or faster
- 500 MB RAM or greater
- 50 G.B. hard drive or larger

- High-speed Internet connection
- Monitor and video card with 1024x768 PPI or higher resolution
- Sound card with speakers
- CD-ROM, USB ports
- Inkjet or laser printer

Operating System

- A computer running a minimum of Windows Vista, or 7 or M.A.C. 10.X+

Software

- Email address.
- Internet service provider (I.S.P.) account.
- Browser: Microsoft® Internet Explorer® version 6.0+, Mozilla Firefox® 3.0+, Google Chrome
- Adobe® Reader® 7.0 or later
- Microsoft® Office 2003, 2004 or 2007
- Flash® Player
- Browsers use “plug-ins” (mini-applications installed within the browser itself) to enable richer Web experiences. The plug-ins listed on the school’s website are the more common applications that Web sites use; check the online course syllabus to find out.
- Cookies and JavaScript should be enabled in the browser.

ADMISSIONS INTERVIEW

The admissions interview will be conducted by a member of staff and will cover the following topics:

- Who is eligible to apply?
- Licensure and Certification Eligibility to take the International Certification & Reciprocity Consortium's (IC&RC) Alcohol and Drug Counselor Examination or Advanced Alcohol and Drug Counselor Examination or an exam through the National Certification Commission for Addiction Professionals (NCCAP).
- Finance. Tuition Fees and Payment Plans.
- Documents and Deadlines to submit documents
- Internships. Mandatory Internship Requirements

Applicants must submit the following.

- Application for Admissions with the Skills Assessment Survey.
- A Signed School Performance Fact Sheet (SPFS).
- Criminal History

- Evidence of English proficiency.
- Government-Issued Identification.

REGISTRATION

Students will be notified via email on how to register for the program. Students must sign the enrollment agreement and make payment arrangements at this time. The welcome email will provide students with a username and login information with their instructor's name. Online instruction is not offered in real-time, so the first lesson and any related materials shall be transmitted to the student within seven days after the institution accepts the student for admission.

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

The transferability of credits you earn at Sober College School of Addiction Studies 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 Sober College School of Addiction Studies to determine if your credits or certificate will transfer.

REQUIREMENTS FOR APPLYING FOR THE CERTIFIED ALCOHOL DRUG COUNSELOR I CREDENTIAL

An applicant applying for the CADC-1 Credential must complete:

- 315 hours of approved education
- 255 supervised work experience (field practicum)
- 3,000 hours of supervised work experience (includes all practicum hours) for an applicant without a degree
- 2,080 hours of supervised work experience (includes all practicum hours) for an applicant with an Associate degree in Behavioral Science or Allied Mental Health Profession
- A passing score on the IC&RC ADC examination

Applicants have four chances to pass the IC&RC exam. After that they will need to complete the following in order to be eligible for another 4 chances:

100 hours of clinical supervision (hours need to be dated after their last fail date) and 20 hours of AOD education through an approved provider.

SUBSTANCE USE COUNSELING CERTIFICATION PROGRAM

- 570 Clock Hour Online and Practicum Certificate Program (below college level)

Leads to the Standard Occupational Classification: 21-1011.00 - Substance Abuse and Behavioral Disorder Counselors

PROGRAM DESCRIPTION

The objective of the program is to provide a foundation of knowledge that prepares graduates to enter the rewarding career of Alcohol and Drug Counseling. Students are provided with the skills to work with individuals, groups, and families, in theory, and through practical application.

Through a balanced educational process of didactic and practical instruction, students will achieve a level of skill that meets labor market expectations and demand. The program provides a well-balanced education based on didactic instruction, demonstration, and performance of practical skills and an internship at a qualified treatment facility where the student can gain real-life experience.

The program consists of 315 clock hours of online instruction divided into 7 modules of 45 clock hours and an internship module that consists of 255 hours of practical instruction in a rehab and recovery facility.

To become licensed or certified as an alcohol and drug counselor, a student will need to pass an exam such as International Certification & Reciprocity Consortium's (IC&RC) Alcohol and Drug Counselor Examination or Advanced Alcohol and Drug Counselor Examination, or an exam through the National Certification Commission for Addiction Professionals (NCCAP). Sober College School of Addiction Studies is a NAADAC-approved education provider.

Sober College School of Addiction Studies (SCSAS) is a NAADAC and IC&RC-approved online school for substance use counseling and meets both state and national-level requirements.

PROGRAM OBJECTIVES

During the program you will learn about:

- The physiology and pharmacology of alcohol and other substances
- Ethics related to clients and you, as a counselor
- How to conduct an initial intake assessment and manage cases
- How to develop treatment plans based on goals and the client's history
- How to conduct counseling with special populations, groups, and more
- How to recognize your strengths and weaknesses in the field to continue growing professionally

PROGRAM LENGTH

ACCELERATED TRACK (SIX MONTHS)

Our Accelerated Track offers flexibility so students can work within their schedules but has benchmark goals to help keep students on track. There are no in-class meetings with an instructor, however, students engage in weekly online discussions with their classmates and instructor. This learning format is best suited for students who enjoy working at their own pace toward short-term goals and thrive on continued engagement.

Our Accelerated Track allows students to complete the 315 hours of required education to obtain their certification in just six months. The program consists of six courses (one course per month); concurrent enrollment in practicum courses starts in month two.

The Accelerated Track program takes 6 months to complete 6 courses (one course per month); concurrent enrollment in practicum courses starts in month 2. Students receive detailed feedback on all assignments within one week of submitting them, allowing for continual improvement. Students receive a letter grade for each course and must earn a C or better in each course to graduate.

SELF-PACED TRACK (SIX TO EIGHTEEN MONTHS)

Our Self-Paced Track Program is the same as our Accelerated Track Program, but students receive all coursework upon admission and can complete the course and practicum course in anywhere from 3 to 18 months. Students have access to all coursework as soon as they enroll and can set personal goals for program completion.

Students will meet learning objectives on their timeline with the help of SCSAS instructors and support staff. Those enrolled in the Self-Paced Track Program have 18 months to complete all courses, but can finish in as little as 3 months, depending on the time they can dedicate to program completion.

PROGRAM DELIVERY

Online and Supervised Fieldwork Practicum Internship

The course material in online formats is delivered via Moodle, an online learning platform that provides a personalized learning environment for our students. Since all coursework is submitted on Moodle, students can trust that all work is organized, secure and visible to their instructor in real-time. Moodle also offers time management tools and interactive assignments, catering to the varying needs of students.

Instructor Support Instructors are available to assist students daily. Instructors can be reached via email 24/7, with a 24-hour turnaround time for emails. Instructors are available for the support over the phone by appointment. There is a “General Questions” discussion forum located in Moodle where students can post questions regarding assignment requirements and/or course concerns and receive a response within 24 hours. No more than two days will elapse between the institution’s receipt of student lessons, projects, or dissertations and the institution’s mailing of its response or evaluation to students.

Fieldwork Practicum Internship

Fieldwork provides students with the opportunity to develop and refine their skills with actual clients or patients in real-world settings, under the guidance of faculty and supervisors in the field. Depending on the program, fieldwork requirements may include both practica and internships, or one or the other.

Types of Fieldwork

Fieldwork at SCSAS consists of practica and/or internships. They're similar in that they offer onsite experiences in the field. The main difference between the two is at what point they take place during your program, and whether they are full or part-time. Other requirements, such as the number of hours for completion, vary by program. Generally speaking, practica come first, followed by internships, and have the following characteristics:

Practica

- Consist of part-time, onsite, supervised training in the field.
- Require a set number of hours and enrollment in accompanying online courses.
- Provide the first opportunity to practice what you've learned, refine your skills, and gain experience under close supervision.

Internships

- Range from half-time to full-time onsite commitments in the field.
- Require a set number of hours and enrollment in accompanying online courses.
- Typically take place after the practicum is completed.
- Assure the breadth and depth of your training. [Fieldwork Overview](#)
- During both practica and internships, you'll receive:
- Assessment of your performance.
- Feedback on the supervision you're receiving.
- Feedback from your course instructor.
- Interactions with other trainees.

Time in the field is comprised of direct and non-direct contact hours:

Direct contact includes activities such as leading or co-leading individual or group sessions. Non-direct contact includes session preparation, session notes, and research.

PROGRAM OUTLINE

Course Title	Clock Hrs
SCSAS 101 Introduction and Overview of Drug and Alcohol Addiction	45
SCSAS 102 Psychology and Pharmacology of Alcohol and Other Drugs	45
SCSAS 103 Law and Ethics	45
SCSAS 104 Case Management	45
SCSAS 105 Individual, Group, and Family Counseling	45
SCSAS 106 Personal Professional Growth	45
SCSAS 107 Supervised Practicum (Domains) and	45
SCSAS 108 Supervised Fieldwork Practicum (Internship)	225
TOTAL	570

COURSE DESCRIPTIONS

SCSAS 101: Introduction and Overview of Drug and Alcohol Addiction 45 Clock Hours

This course will examine the history of alcohol and other mood-changing drugs in the United States; the myths and stereotypes of alcohol/drug use; sociocultural factors that contribute to the use of drugs; and the patterns and progression of alcoholism.

SCSAS 102: Physiology and Pharmacology of Alcohol and Other Drugs 45 Clock Hours

This course will examine the effects of alcohol and similar legal psychoactive drugs on the body and behavior, including damage to the brain, liver, and other organs.

SCSAS 103: Law and Ethics 45 Clock Hours

This course will examine ethics related to the client and the counselor, protection of clinical information, and confidentiality and will introduce the national and state standards for the profession.

SCSAS 104: Case Management 45 Clock Hours

This course will examine initial intake and case management: administrative requirements for admission, interpersonal dynamic and potential influence of client behaviors; signs and symptoms of physical disabilities, assessment of potential violence, and self-harm, activities that bring agencies, and resources of people together within a planned framework of action toward the achievement of established goals; including alcohol/drug history, vocational, cultural, educational background, lifestyle, living situation, medical, strengths and weaknesses for the development of a treatment plan.

SCSAS 105: Individual, Group, and Family Counseling 45 Clock Hours

This course will examine a variety of counseling approaches, best practices for working with social populations, how to effectively facilitate groups (including family groups), and practical applications of role play.

SCSAS 106: Personal and Professional Growth 45 Clock Hours

This course will help the beginning counselor to recognize personal strengths, limitations, and knowledge to promote professional growth.

SCSAS 107: Supervised Practicum 45 Clock Hours

The course includes supervision by a qualified instructor and includes direct supervision. The instructor must also be available for consultation while the student is completing fieldwork requirements.

SCSAS 108 Supervised Fieldwork Practicum (Internship) 255 Clock Hours

A minimum requirement of 255 hours of practical experience is performed at an agency approved by the instructor. The student must complete all of the 12 Core functions at the internship site. Each core function requires a minimum of 21 hours of practicum. The application of knowledge and skills in a practice setting is essential to professional counseling. Fieldwork is how students learn to apply and integrate acquired knowledge and values, and to refine skills that are taught in the classroom.

CERTIFICATES OF COMPLETION PER COURSE

Students shall receive a Course Certificate of Completion after successful completion of each course in the program.

PROGRAM COMPLETION REQUIREMENTS

Students must pass all 7 (seven) courses in the Addiction Studies program with a final exam score of not less than 75% accuracy. Students who fall below the final exam minimum of 75% will not receive a passing grade but may retake the exam.

PRACTICUM COMPLETION REQUIREMENTS

Students must complete all assignments as instructed in the Supervised Practicum Course workbook and receive a final exam score of not less than 75% accuracy.

Supervised Field Work Practicum (Externship) 255 fieldwork hours

Each of the 12 Core Functions requires a minimum of 21 experience hours in each function, completed at an approved site and documented by the site supervisor.

ACADEMIC STANDARDS

ATTENDANCE POLICY

Successful course completion in a course depends on routinely following the instruction and guidelines provided in the course syllabus. Attendance is measured and recorded by posting responses to weekly discussion questions, participating in our peer assessment process, timely submission of assignments, and taking periodic quizzes. The student is responsible for checking and becoming familiar with the course syllabus and requirements at the beginning of each course. As indicated above, while attendance is measured by participation in several activities, attendance and participation in those activities (quizzes/discussion participation/short papers) account for approximately 75% of the grade in each course, with a final examination constituting approximately 25%. Therefore, a student who chooses not to attend cannot pass a course.

GRADING SYSTEM

Sober College grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system. The grading system outlined below is used for all courses. Only letter grades are posted on the student's official school transcript.

A	=	90 – 100%	4.0	W	=	Withdrawal	.0
B	=	80 – 89%	3.0	I	=	Incomplete	.0
C	=	70 – 79%	2.0				
F	=	< 70%	1.0				

Course withdrawal will not affect a student's grade point average (GPA).

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress is defined as maintaining a 2.0-grade point average measured by passing examinations with a 70% or better accuracy, timely completion of assignments, and acceptable performance of required skills.

INCOMPLETE GRADES

Incomplete grades cannot be given as final grades and will affect the student's GPA until a final grade is assigned. However, at the end of the module, students may be granted a maximum extension not exceeding 14 calendar days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module.

ACADEMIC PROBATION

If a student fails to meet satisfactory academic progress standards, he/she will be placed on academic probation for the next module. Students must meet satisfactory academic progress standards by the end of the probationary period to remain in the program. If the student

fails to meet the satisfactory academic progress standards (grade of 70% or better) by the end of the probationary period, the student will be terminated from the institute.

REPEAT COURSES

A student who fails a course will be required to repeat it. A course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript. Make-up work may be required for any absence.

LEAVE OF ABSENCE

Sober College School of Addiction Studies does not permit students to take a leave of absence.

SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, attend classes, and maintain a satisfactory level of achievement. The school reserves the right to suspend or dismiss any student who:

- Displays conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the school, as addressed in the conduct policy of this catalog.
- Fails to maintain satisfactory academic progress.
- Fails to meet the school's attendance policy or standards.
- Fails to meet financial obligations to the school.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

WITHDRAWAL FROM SCHOOL

Although most students at Sober College School of Addiction Studies complete the program, there are occasionally unforeseen circumstances, which require that the student withdraws from the school. Students who withdraw from the school before the completion of the program must meet with their instructor and the School Director to discuss the student's decision to withdraw. Sober College School of Addiction Studies will make every effort to assist the student to continue his/her education.

STUDENT SERVICES INFORMATION

ACADEMIC ADVISING

Students are encouraged to request an appointment with his/her instructors to work on any specific problem he/she may be having with the program.

PLACEMENT SERVICES

Sober College School of Addiction Studies does not provide placement services. Sober College School of Addiction Studies does not guarantee employment for its graduates.

The student services staff assists students in their job searches after they have completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The School makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the School to assist in the placement process.

STUDENT RECORD RETENTION

Sober College School of Addiction Studies will maintain student records for each student, whether or not the student completes the program, for a period ending five years after the date of the student's graduation, withdrawal, or termination. Student transcripts will be maintained permanently.

LIBRARY AND LEARNING RESOURCES

Sober College School of Addiction Studies office has computer internet access for research as well as hard copies of resource material such as DSM-IV-TR, Treatment Planning guides, Clinical Intervention, Counseling modalities, Trauma-Informed Services, and archives of other drug and alcohol-related material.

GUIDANCE SERVICES

Sober College School of Addiction Studies assists students in solving personal or education-related problems, which may occur during their education. Information regarding professional counselors and other appropriate community agencies is also available through the School Director.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal school hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the C.E.O. or C.A.O.

2. The school may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians.
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

GRIEVANCE PROCEDURES

Students wishing to express a concern should adhere, in order, to the following procedures:

- Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
- If the concern cannot be resolved through the instructor, present the concern in writing to the school Director.
- A meeting will be scheduled with all pertinent parties before a resolution is reached.
- If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to the Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834 www.bppe.ca.gov. Tel (916) 431-6959, (888) 370-7589/Fax Number 1 (916) 263-1897 or by e-mail to: bppe@dca.ca.gov

SCHEDULE OF PAYMENTS

Program of Study	Cost Breakdown		
Substance Use Counseling Certification Program Accelerated Track	STRF Fee **	Tuition Fee	Total Cost *
	Non-Refundable	Refundable	
	\$12.50	\$5,500.00	\$5,512.50
* The Total Cost of \$5,512.50.00 for the Substance Use Counseling Certification Program - Accelerated Track is an estimated schedule of total charges for the entire educational program. The Total Cost is the total charges for the period of attendance beginning from your start date to your completion date.			
Program of Study	Cost Breakdown		
Substance Use Counseling Certification Program Self-Paced Track	STRF Fee **	Tuition Fee	Total Cost *
	Non-Refundable	Refundable	
	\$15.00	\$6,000.00	\$6,015.00
* The Total Cost of \$6,015.00 for the Substance Use Counseling Certification Program - Self-Paced Track is an estimated schedule of total charges for the entire educational program. The Total Cost is the total charges for the period of attendance beginning from your start date to your completion date.			

The student may divide the payment of the total cost over a maximum of three (3) payments. No interest will be charged.

** STRF stands for Student Tuition Recovery Fund, and the STRF Fee is an assessment of the amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. The current STRF assessment rate is (\$.50) per one thousand dollars (\$1,000) of institutional charges. Please refer to the required statement below for further clarification.

STUDENT TUITION RECOVERY FUND

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

documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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

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

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

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

CANCELLATION AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The first class session shall be the date of the first class attended at 15300 Ventura Blvd. Suite 226 Sherman Oaks CA 91403.

Sober College School of Addiction Studies shall transmit the first lesson to you within seven days after you are accepted for admission. You shall have the right to cancel the agreement and receive a full refund before the first lesson. Cancellation is effective on the date written notice of cancellation is sent. If Sober College School of Addiction Studies sends the first lesson before an effective cancellation notice is received, Sober College School of Addiction Studies shall make a refund within 45 days.

Sober College School of Addiction Studies shall transmit all of the lessons to you if you have fully paid for the educational program; and after having received the first lesson and requested in writing that all of the material be sent.

If Sober College School of Addiction Studies transmits the balance of the material that you request, Sober College School of Addiction Studies shall also provide the other educational services, such as responses to your inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by you, but shall not be obligated to pay any refund after all of the lessons are transmitted.

PROCEDURE TO CANCEL

Cancellation occurs when you give written notice of cancellation to the Director of Student Services at 15300 Ventura Blvd. Suite 226 Sherman Oaks CA 91403 Tel: 818-274-9623 Fax: 818-698-6561. You can do this by mail, email, in person, or by fax. The notice, if mailed is effective by the postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

WITHDRAWAL FROM COURSE

You may withdraw from the school at any time and receive a pro-rata refund. The amount owed by the student would equal the tuition charge for the program, minus non-refundable STRF fees, divided by the number of modules in the program, multiplied by the number of modules taken or started, prior to withdrawal plus the books and materials not returned in good condition if returned within 5 days.

When a student cancels after submitting at least one-unit assignment, but less than 60 percent of all graded assignments required for the program, the institution may retain the application fee plus a percentage of tuition paid by the student per course in accordance with the following schedule:

Modules completed by the student	Percentage completed by the student	Percentage of the refundable tuition returned to the student	Percentage of the refundable tuition retained by the institution
SCSAS 101	Up to 10% (no coursework completed)	100%	0%
SCSAS 102	10% - 20% (of course submitted, 1 unit)	80%	20%
SCSAS 103	20% - 30% (of course submitted, 2 units)	70%	30%
SCSAS 104	30% - 40% (of course submitted, 3 units)	60%	40%
SCSAS 105	40% - 50% (of course submitted, 4 units)	50%	50%
SCSAS 106	50% - 60% (of course submitted, 5 units)	40%	60%
SCSAS 107	60% - 100% (of course submitted, 6 units)	0%	100%

For example, if a student who paid in full withdraws after taking 2 modules of the 8 module Substance Use Counseling Certification Training Program and the books are not returned in good condition. The refund would be as follows:

- Total cost of the program (less the STRF Fee) = \$6,000.00.
- Total tuition charged divided number of modules in the program: $\$6,000/8 = \750.00 .
- Refund would be: $\$6,000.00 - \$1,500.00 (\$750.00 \times 2 \text{ modules}) = \$4,500.00$.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are 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.

DISCLOSURE STATEMENTS

Sober College School of Addiction Studies is a private postsecondary school approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau for Private Postsecondary Education approves a person or legal entity to operate an institution in California. An approval to operate signifies that an institution is in compliance with state standards as set forth in the Private Postsecondary Education Act. Only accrediting agencies can accredit an institution. Accreditation is a voluntary non- governmental review process. State approval is mandatory for an institution operating in California subject to the California Private Postsecondary Education Act of 2009 unless exempt from the Bureau oversight pursuant to CEC 94874 or 94874.1.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.

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

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

Sober College School of Addiction Studies does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

This institution is not approved by the U.S. Immigration and Customs Enforcement (I.C.E.) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I- 20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.

Sober College School of Addiction Studies does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any programs.

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

Sober College School of Addiction Studies does not have an articulation agreement or transfer agreement with any other college or university at the present time.

It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

The school catalog is updated at least once a year or whenever changes to school policies take place.

The Chief Executive Officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Sober College School of Addiction Studies does not offer English as a Second Language.

Sober College School of Addiction Studies students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

Sober College School of Addiction Studies is not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs.

The reason Sober College School of Addiction Studies is unaccredited

A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Sober College School of Addiction Studies is not approved to participate in the Federal or State Student Aid programs.

Sober College School of Addiction Studies does not participate in any form of financial aid.

Sober College School of Addiction Studies does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.

Sober College School of Addiction Studies does not provide housing assistance services to the students.

Sober College School of Addiction Studies has no responsibility to find or assist a student to find housing.

There are available housing options located reasonably near the institution's facilities. The average cost for include a room or apartment rental varying from between \$550 for a room per month to \$2,450 per month for a 2-bedroom house.

Students will find rental information on Craig's List at <https://craigslist.org/>

STAFF

Robert Tamkin	C.E.O. and School Director
Robert Tamkin	Chief Operating Officer
Oriana Murphy, MA, CADCI, LCSW	Chief Academic Officer
Angela Amaya	Director of Student Services

FACULTY

Oriana Murphy, MA, CADCI, LCSW	Instructor
Lena Sheffield, LMHC, CEDS, C.A.P., M.A.C.	Instructor