

**La Jolla Academy of Dental Careers
4510 Executive Dr., Suite 205,
San Diego CA 92121
Office: (858) 622-1007**

**Catalog of Courses
January 1, 2025 to December 31, 2025**

Institutional Mission and Objectives	1
Instructional Location	1
Description of the Facilities & Type of Equipment Used for Instruction	1
Library Resources	1
NOTICE CONCERNING TRANSFERABILITY OF CREDITS	2
Admissions Policies & Recognition of Credits	2
Professions – Requirements for Eligibility for Licensure	2
Charges: Tuition & Fees	2
Faculty.....	2
Student's Right to Cancel.....	8
Grades and Standards for Student Achievement - Satisfactory Progress	9
Attendance Policy – All Programs	9
Privacy Act.....	9
Student Conduct	10
Nondiscrimination Policy.....	10
Academic Freedom	10
Sexual Harassment	10
Academic Probation and Dismissal Policies	11
Leaves of Absence	11
Student Grievance Procedures – Student Rights	11
Student Services	11
Placement Services.....	11
Student Housing	12
Student Records and Transcripts.....	12
STRF Disclosure	12
Other Required Disclosures	13

Institutional Mission and Objectives

Our passion is educating motivated dental professionals to be the best they can be. We strive to be the most up to date educational center, and to teach our students the most relevant and practical methods, while maintaining the highest level of expectations. The mission of La Jolla Academy of Dental Careers is to support all students in achieving their full educational potential in an environment of academic excellence. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This is accomplished by providing hands-on instruction, developing a student's basic manipulative skills, sanitation and technical knowledge, safety, judgment, and related occupational practical abilities.

Instructional Location

La Jolla Academy of Dental Careers
4510 Executive Dr., Suite 205
San Diego CA 92121

Description of the Facilities & Type of Equipment Used for Instruction

The school is located on the 2nd floor of a 3 story building in an executive park. The location is a 1789 sq ft. active dental office with parking available in a parking lot and garage. The school utilizes audio/video equipment plus dental office equipment, instruments, materials and products commonly used in California dental offices. Other equipment includes;

CEREC SCANNER

SCANNER

CEREC MILLING UNIT

3D PRINTER

MIDMARK STERILZER

MOONRAY

MIDMARK CHAIR UNITS

CURING LIGHTS

TRIAD UNIT

ELECTRIC LAB HANDPIECE

VACUUM FORMER

ULTRASONIC

MODEL TRIMMER

SOPRO INTRAORAL CAMERA

SIRONA 3D CONE BEAM

VIBRATOR

XRAY SENSOR

AMALGAMATOR

OVEN

PROPHY ANGLE HANDPIECE

ITREO ELEMENT

Library Resources

No formal library is needed, nor provided, to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours.

- https://www.youtube.com/watch?v=66FW4i08z1A&has_verified=1
- <https://www.youtube.com/watch?v=xo4Xaz0SMIM>
- <https://quizlet.com/subject/dental-assisting-chairside/>
- <https://www.youtube.com/watch?v=BapdW6jm5AY>
- <https://dental.ufl.edu/education/resources/dental-assisting-instructional-videos/>

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at La Jolla Academy of Dental Careers is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Dental Assistant Program program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending La Jolla Academy of Dental Careers to determine if your certificate will transfer.”

Admissions Policies & Recognition of Credits

1. Student must have graduated from high school, or earned a GED Applicants without a high school diploma,
2. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
3. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
4. This institution does not award credit for experiential learning.
5. No Ability to Benefit Students will be admitted.
6. This institution has not entered into an articulation or transfer agreement with any other institution.

Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

Charges: Tuition & Fees

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

Dental Assistant Program

Tuition	\$4,995
Registration Fee (non refundable)	\$250
STRF (non refundable)	\$0
<u>Total charges for a current period of attendance</u>	<u>\$5,245</u>
<u>Estimated total charges for the entire educational program</u>	<u>\$5,245</u>

Other fees

- Bounced check fee \$35
- Transcript fee \$25 (two copies)

Faculty

Kambiz Kohani

Dr Kohani has over 28 years of job related experience as a licensed dentist. He holds a DDS degree as well as has over 28 years of experience as an instructor teaching dentists.

Brandie Marvel

This instructor has 20 years of job related experience as a dental assistant and holds a dental assisting certification.

Ana Torres

This instructor has 14 years of job related experience as a dental assistant and is a Registered Dental Assistant.

Name of Program	Dental Assisting Program	
Program Description	This program is a 12 week dental assisting program designed to give each student the knowledge and practical skills they need to gain a position in an advanced technological dental office.	
Program Mission & Objectives	<p>The mission of this program is to provide skills based dental assisting training to students that enables students to be productive members of a dental team. At the completion of this program the student will</p> <ul style="list-style-type: none"> • A good understanding of dentistry as a profession. • Have the skills required to be an efficient chair side dental assistant. • Have the knowledge required to move forward with becoming a registered dental assistant. • Students will have the basic knowledge of the front office duties as well as back office. • Students will have detailed knowledge of laboratory duties required in a dental office. 	
Total Clock Hours	192 hours	
Is an Externship or Internship Required?	No	
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade of "pass".	
Job Classification	SOC 31-9091	
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.	
Module Name	Description & Objectives	Hours
Module 1	<p>Description</p> <ul style="list-style-type: none"> • Introduction to Dentistry as a Profession <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Understand the History of Dentistry • 2. Have a good understanding of the Dental Team • 3. Know the legalities and ethics involved in Dentistry as well as HIPAA <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- History • 2- The Dental Team • 3- Law & Ethics • 4- HIPAA <p>The Module Exam will be administered on the last scheduled day of this module.</p>	16
Module 2	<p>Description</p> <ul style="list-style-type: none"> • Dental Sciences <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Identify the basic human anatomy • 2. Identify Dental anatomy as well as teeth, and oral cavity. The 	16

	<p>student will understand teeth numbering systems as well as landmarks of the face.</p> <ul style="list-style-type: none"> • 3. Understand how prevention and Nutrition effects the teeth and oral cavity. <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- Basic Anatomy • 2- Head and neck Anatomy • 3- Tooth Morphology and Histology • 4- Prevention and Nutrition <p>The Module Exam will be administered on the last scheduled day of this module.</p>	
Module 3	<p>Description</p> <ul style="list-style-type: none"> • Infection Control and Hazardous materials <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Understand Infection Control and how to maintain a clean, sterile, safe dental office. This will include the 8 hour infection control course • 2. Understand Osha and Blood Borne pathogens as well as maintaining requirements. • 3. Knowledge of Dental Hazardous Materials and how to maintain records. <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- Infection Control • 2- Agencies such as OSHA • 3- Hazardous Materials <p>The Module Exam will be administered on the last scheduled day of this module.</p>	16
Module 4	<p>Description</p> <ul style="list-style-type: none"> • Dental Specialties and Technology <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Identify the dental specialties and their duties. • 2. Have a basic understanding of all modern technology used in dentistry today. <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- Dental Specialties • 2- Technology <p>The Module Exam will be administered on the last scheduled day of this module.</p>	16
Module 5	<p>Description</p> <ul style="list-style-type: none"> • Patient Care <p>Objectives</p>	16

	<p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Have the ability to obtain adequate record keeping • 2. Take patient Vitals • 3. Assist the dentist in a thorough dental examination. • 4. How to prevent as well as handle emergencies in a dental office. • 5. Understand the different types of Anesthesia • 6. The ability to handle patients with dental fear and anxiety. <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- Patient Records • 2- Vital signs • 3- Medical Emergencies • 4- Anesthesia • 5- Dental Fear and anxiety <p>The Module Exam will be administered on the last scheduled day of this module.</p>	
Module 6	<p>Description</p> <ul style="list-style-type: none"> • Clinical Dental Skills <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Have a good understanding of the different dental procedures and treatment performed as well as operatory and tray set ups for those procedures. • 2. Know the majority of dental instruments and their use. • 3. Place a dental dam • 4. How to maintain the operating field with aspiration, retraction, and helping the dentist to keep a clean operating field. <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- Dental procedures and Treatment • 2- Procedural set ups • 3- Dental Instruments • 4- Maintaining the operating field <p>The Module Exam will be administered on the last scheduled day of this module.</p>	32
Module 7	<p>Description</p> <ul style="list-style-type: none"> • Dental Radiology <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Understand the physics and Biology of radiation • 2. Safely operate and maintain the radiography equipment and different materials. • 3. Perform dental xrays on live patients as well as know how to deal with the gag reflex. <p>Sequential listing of topics to be covered</p>	32

	<ul style="list-style-type: none"> • 1- Physics and Biology of Radiation. • 2- Radiation safety • 3- Introduction to Dental Equipment and materials • 4- Digital vs Traditional • 5- Live patient assessments <p>The Module Exam will be administered on the last scheduled day of this module.</p>	
Module 8	<p>Description</p> <ul style="list-style-type: none"> • Laboratory Skills <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. The ability to take good impressions • 2. Understanding of lab equipment and its use • 3. Ability to pour up dental Impressions to fabricate study models • 4. Know how to fabricate dental appliances <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- Dental Impressions • 2- Dental Laboratory Equipment • 3- pouring up models • 4- fabrication of Dental appliances <p>The Module Exam will be administered on the last scheduled day of this module.</p>	16
Module 9	<p>Description</p> <ul style="list-style-type: none"> • Practice Management <p>Objectives</p> <p>At the completion of this module the student will be able to</p> <ul style="list-style-type: none"> • 1. Perform Basic front office tasks such as answering phones, scheduling. • 2. Obtain customer service skills such as how to talk to patients and be professional. • 3. Create an exceptional resume • 4. Obtain the skills necessary to slam dunk that job interview! <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- Basic Front office • 2- Customer Service • 3- Resume workshop • 4- Career building skills <p>The Module Exam will be administered on the last scheduled day of this module.</p>	16
Module 10	<p>Description</p> <ul style="list-style-type: none"> • Review/Final Exam/Overflow/Make ups <p>Objectives</p> <p>At the completion of this module the student will be able to</p>	16

	<ul style="list-style-type: none"> • 1. Review all materials necessary for the final • 2. Pass the final examination • 3. Make up any assignments or tests missed <p>Sequential listing of topics to be covered</p> <ul style="list-style-type: none"> • 1- make ups • 2- Review • 3- Final exam <p>The Module Exam will be administered on the last scheduled day of this module.</p>	
	Total Clock Hours	192

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if the notice is made through attendance at the first class less, or the seventh day after enrollment, whichever is later and students who cancel or withdraw prior to completing 60% or less of the period of attendance shall be a pro rata refund.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 4510 Executive Dr. Suite 205, San Diego, CA 92121 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy

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

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

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

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a pass / fail basis.

All students will be required to achieve a cumulative score of 80% on all module exams in order to qualify to take the final exam. A score of 80% is required to pass the final exam.

- 80% to 100% = Pass
- 0% to 79% = Fail

<u>Evaluation</u>	<u>Percentage</u>
Class Participation	10%
Class Assignments	10%
Module Exam	50%
Final Exam	30%

Makeup Procedures for Quizzes and Tests: All students will be allowed 2 (two) makeup quizzes. Makeup's are only for quizzes that were graded below the 80% pass requirement. Quiz make ups will be given 0/5 hours before class begins. Only one Quiz can be taken on any given day. All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must, however, be taken no later than 7 days after the original failed final exam was administered.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

I Incomplete If the program has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Attendance Policy

Students are required to attend 90% of the scheduled sessions throughout the entire program. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor. Student who miss more than 10% of the program will be dropped from the program and issued a refund in keeping with the institution's refund policy. Make up classes are not provided.

Privacy Act

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

Student Conduct

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

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

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

Nondiscrimination Policy

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

Academic Freedom

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

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

Sexual Harassment

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

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: La Jolla Academy of Dental Careers, 4510 Executive Dr. Suite 205, San Diego, CA 92121. The student's failure to achieve satisfactory academic progress may result in dismissal from the program.

Leaves of Absence

Due to the relatively short duration of the program offered, a leave of absence is not available to students. Students who cannot continue to attend classes will be withdrawn from the program and issued a refund in keeping with the institution's refund policy.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: La Jolla Academy of Dental Careers, 4510 Executive Dr. Suite 205, San Diego, CA 92121. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Complaint procedures

Right to Cancel

Student Tuition Recovery Fund

Notice Concerning Transferability of Credits

Student Grievance Procedures

Student Rights to Inspect Records and Obtain Transcripts

Non-Discrimination Policy

Academic Freedom

Sexual Harassment

Student Services

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

Placement Services

This institution provides placement assistance. The school maintains contact with dentists in the surrounding area and lets them know about our recent graduates for a possible employment interview. Seminars are provided at which students receive instruction in the use of resumes and develop skills in interviewing for employment as dental assistants.

Student Housing

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,600 a month. (www.apartmentguide.com)

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Ave., Suite 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 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.

Other Required Disclosures

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Ave. Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www_bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.
- The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- No financial aid is offered.
- This institution does not admit students from other countries, so no visa related services are offered.
- Instructions will be given in no language other than English.
- This institution does not provide ESL instruction. All class instruction will occur in the English language. Each student is required to read and write at an English language level of twelfth grade or higher. Each student must provide the Institution with proof of English-language skill level. A high school diploma or equivalency is sufficient.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- 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, option #5** or by visiting (<https://osar.bppe.ca.gov>).

[End of Document]