



# International College

*Train For Success*

## SCHOOL CATALOG



JANUARY 2<sup>ND</sup>, 2024 — DECEMBER 27<sup>TH</sup>, 2024

## INTERNATIONAL COLLEGE

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## A Message from the Director

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Welcome to International College. We are delighted that you have decided to enroll in one of our courses and we look forward to helping you reach your educational goals. At International College, we are committed to providing a positive, welcoming learning environment where students have access to all the tools necessary for success. We pride ourselves on making our educational programs easily accessible.

We are pleased to now offer two forms of distance educational programs – live online classes that start at convenient times and asynchronous self-paced classes that allow you to learn on your own schedule. Distance is no obstacle when it comes to serving our students. You can take full advantage of learning right from the comfort of your own home.

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

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

Respectfully,

A handwritten signature in black ink, appearing to read "Rogelio Gomez". The signature is fluid and cursive, with a large, stylized 'G' at the beginning.

Rogelio Gomez  
School Director

## **ABOUT INTERNATIONAL COLLEGE**

### **History**

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

### **Mission Statement**

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

### **License to Operate**

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

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

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 [osar\\_bppe.ca.gov](http://osar_bppe.ca.gov).

BPPE License to operate numbers:

Valencia: BPPE School Code #1923121

Los Angeles: BPPE School Code #50047112

Sacramento: BPPE School Code #78826924

Salinas: BPPE School Code #74722287

International College is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Statement of Non-Bankruptcy**

International College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.) (CSC §94909(a)(12)).

## Locations

**Valencia – Main Campus**  
28456 Constellation Road  
Valencia, CA 91355  
Phone: (323) 889-3600  
Website: [www.icofcalifornia.com](http://www.icofcalifornia.com)

**Salinas**  
1880 North Main Street, Suite 210  
Salinas, CA, 93906  
Phone: (831) 208-9093  
Website: [www.icofcalifornia.com](http://www.icofcalifornia.com)

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

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

## Administration

|                         |                           |
|-------------------------|---------------------------|
| Rogelio Gomez .....     | School Director           |
| Alex Gomez .....        | Admissions Representative |
| Joanna Gomez .....      | Student Services          |
| Juliette Gomez .....    | Technical Support         |
| Norma Gomez.....        | Administrator             |
| Valerie Gomez.....      | Assistant Director        |
| Gabriela Gonzalez ..... | Admissions Representative |
| Patricia Gonzalez.....  | Student Services          |
| Dalila Leon.....        | Admissions Representative |
| Jennifer Mateus .....   | Billing                   |
| Antonia R. Montano..... | Admissions Director       |
| Alma Muñoz.....         | Admissions Representative |
| Miguel Perez .....      | Technical Support         |
| Eddie Ramirez .....     | Admissions Representative |
| Stan Thompson.....      | Admissions Representative |
| Martina Torres .....    | Custodian                 |
| Elizabeth Yac .....     | Office Manager            |
| Jocelyne Yac .....      | Administrative Assistant  |

## Faculty

| Name                       | Title  | Course(s)                                   |
|----------------------------|--|---|
| <b>Riko Conley</b>         | <b>Director of Education   Instructor</b>  | <b>Graphic Design - English</b>             |
|                            | Riko Conley serves as the Director of Education and instructs students in Graphic Design. He has been an Adobe Certified Visual Design Specialist since 2017. He holds certifications in Adobe Photoshop, Illustrator, and InDesign. He graduated from the University of Southern California with a bachelor's degree in Digital Media and Design. He developed and facilitated computer literacy and technology training programs for LAUSD schools and private K-12 institutions for five years after graduating. He has been teaching Graphic Design and Computer Applications courses at International College since 2013. |   |
| <b>Efrain Altamirano</b>   | <b>Instructor</b>  | <b>Computer Applications - Spanish</b>      |
|                            | Efrain Altamirano has been an instructor at International College for the past 8 years. Mr. Altamirano completed 3 years of university level studies in Computer Engineering.  |   |
| <b>Beatriz Cervantes</b>   | <b>Instructor</b>  | <b>Cake Decoration - Spanish</b>            |
|                            | Beatriz Cervantes is an experienced cake decorator with over eight (8) years of training as the Department Manager of the Bakery Department at Walmart. Ms. Cervantes understands the intricacies of creating custom cake orders and baking large-scale pastries and breads.   |   |
| <b>Elizabeth Essington</b> | <b>Instructor</b>  | <b>Small Business Bookkeeping - English</b> |
|                            | Elizabeth Essington has worked in the accounting field for over 30 years in a variety of industries. Her roles have been as Senior Bookkeeper, Account Supervisor and most recently as Account Manager at a leading business management firm in Los Angeles. Training and educating bookkeepers on the fundamentals of accounting has always been a large part of her duties. Ms. Essington holds a Certified Bookkeeper designation from the National Association of Certified Public Bookkeepers.  |   |
| <b>Juliette Gomez</b>      | <b>Instructor</b>  | <b>Professional Makeup Artistry-Spanish</b> |
|                            | Juliette Gomez has been a licensed cosmetologist with the Board of Barbering and Cosmetology since 2018. Ms. Gomez graduated from California State University Northridge with a Bachelor of Arts in Communications. Ms. Gomez has extensive experience and knowledge with makeup application on a variety of clientele and special and everyday occasions.   |   |
| <b>Valerie Gomez</b>       | <b>Instructor</b>  | <b>Small Business Development - Spanish</b> |
|                            | Valerie Gomez graduated from California State University at Northridge with a Bachelor of Science degree in Management. Ms. Gomez currently holds the position of Assistant Director at International College and has worked extensively developing and managing small to mid-sized businesses in a variety of industries.   |   |
| <b>Alexandra Hernandez</b> | <b>Instructor</b>  | <b>Legal Secretary - English</b>            |
|                            | Alexandra Hernandez graduated from the University of Redlands with a Bachelor of Arts dual degree in Government and Race & Ethnic Studies. Alexandra Hernandez obtained her Juris Doctorate degree from the University of Southern California (USC) Gould School of Law. Ms. Hernandez is a licensed attorney with the State Bar of California and practiced Criminal Defense for five years prior to joining the International College team.  |   |

|   |                   |  |
|---|-------------------|--|
| <b>Doris Jarquin</b>  | <b>Instructor</b> | <b>Floral Design</b>   |
| Doris Jarquin is a floral designer and decorative artist with over six (6) years of experience as a florist. Throughout her career, Ms. Jarquin has perfected the art of creating floral arrangements for a variety of different occasions including sympathy and wedding floral designs. She has experience effectively running a floral shop and delivering excellent customer service.   |                   |  |
| <b>Alejandro Reyes</b>  | <b>Instructor</b> | <b>Graphic Design - Spanish</b>  |
| Alejandro Reyes holds an Associate of Science degree in Multimedia from the Art Institute of Los Angeles. He has worked missions with the United States Army Psychological Operations Unit. His training, loyalty, initiative, and perseverance brought his peers and subordinates to strive for maximum achievement in graphic design and printing during successful overseas missions. He has been an instructor at International College since 2017.   |                   |  |
| <b>Adriana Sanchez Peña</b>   | <b>Instructor</b> | <b>Computer Applications - Spanish</b>   |
| Adriana Sanchez graduated from DeVry University with a bachelor's degree in Computer Science. She holds an Adult Education teaching credential from the CTC in Business Management and Computer Systems. She has been teaching Business and Technology courses for the past twelve years.   |                   |  |
| <b>Morgan Shaner</b>  | <b>Instructor</b> | <b>Computer Applications – English</b><br><b>IT Support Technician - English</b> |
| Morgan Shaner holds a teaching credential in the Social Sciences from the University of La Verne and has been an educator since 2012. He began his teaching career at California State University, Northridge prior to joining International College as a Computer Applications instructor in 2017. Morgan is CompTIA A+ certified, certified as a Microsoft Office Specialist, and certified in software engineering. Morgan is passionate about computer technology and has been building computers as a hobby since his teenage years. |                   |  |
| <b>Stan Thompson</b>  | <b>Instructor</b> | <b>Real Estate Courses - English</b>   |
| Stan Thompson graduated from the University of Southern California with a bachelor's degree in Economics. He has held his Salesperson License from the State of California Department of Real Estate since 2016. Mr. Thompson has been a successful real estate agent in the Southern California region for many years and continues to assist clients with the purchase and sale of commercial and residential real estate.  |                   |  |

|   |  |                    |                        |           |               |             |  |           |   |                    |
|---|--|--------------------|------------------------|-----------|---------------|-------------|--|-----------|---|--------------------|
| <b>Program:</b>   | <b>CAKE DECORATION (2) (ENGLISH)</b>   |                    |                        |           |               |             |  |           |   |                    |
| <b>Objective:</b>   | <p>This program is designed to introduce students to the art of cake decorating. It offers a combination of in-depth instruction and hands-on training. Students learn from the basics of color mixing and air brushing, to decorating a cake for different special occasions. Topics include cake decorating tools and styles of cakes. Students learn how to properly ice a cake and cover a cake board. This class is presented with lecture and lab portions. This course focuses on the art of cake decorating, not baking. The only baking instruction provided is how to make cakes from box mix (which are then used to instruct on decoration).</p> |                    |                        |           |               |             |  |           |   |                    |
| <b>Prerequisites:</b>   | <p>Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>Program Description:</b>                                   | <p>There are four (4) modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>Method of Delivery:</b>                                    | <p>This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>Duration:</b>  | 160 hours  |                    |                        |           |               |             |  |           |   |                    |
| <b>Class Schedule:</b>  | Tuesday & Thursday   |                    |                        |           |               |             |  |           |   |                    |
| <b>Time/Language:</b>   | 9:00 a.m. – 5:00 p.m. – English  |                    |                        |           |               |             |  |           |   |                    |
| <b>Charges:</b>   | <table border="0"> <tr> <td>Registration Fee*.....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition .....</td> <td>\$ 4,370.00</td> </tr> <tr> <td>Materials and Supplies (Provided by IC)* .....</td> <td>\$ 480.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b></td> <td><b>\$ 5,100.00</b></td> </tr> </table> <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b></p>                    |                    | Registration Fee*..... | \$ 250.00 | Tuition ..... | \$ 4,370.00 | Materials and Supplies (Provided by IC)* ..... | \$ 480.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b> | <b>\$ 5,100.00</b> |
| Registration Fee*.....  | \$ 250.00  |                    |                        |           |               |             |  |           |   |                    |
| Tuition .....   | \$ 4,370.00  |                    |                        |           |               |             |  |           |   |                    |
| Materials and Supplies (Provided by IC)* .....                | \$ 480.00  |                    |                        |           |               |             |  |           |   |                    |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b> | <b>\$ 5,100.00</b>   |                    |                        |           |               |             |  |           |   |                    |
| <b>Equipment:</b>   | <p>A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware. Oven accessibility is required for this course and is not provided by the institution.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>MODULE</b>   |  | <b>CLOCK HOURS</b> |                        |           |               |             |  |           |   |                    |
| 1   | <b>Module 1</b><br>Introduction to Cake Decorating<br>Natural Flowers<br>Fresh Fruit Cake  | 45                 |                        |           |               |             |  |           |   |                    |
| 2   | <b>Module 2</b><br>Baby Shower Cake<br>Girl Birthday Cake<br>Holiday Cake  | 30                 |                        |           |               |             |  |           |   |                    |
| 3   | <b>Module 3</b><br>Religious Cake<br>Sports Cake<br>Fondant  | 30                 |                        |           |               |             |  |           |   |                    |
| 4   | <b>Module 4</b><br>Two-Tier Fondant Cake<br>Sweet Sixteen Cake – Fondant or Classic<br>Wedding Cake – Introduction<br>Wedding Cake – Fondant or Classic  | 55                 |                        |           |               |             |  |           |   |                    |
|   |  | <b>160 HOURS</b>   |                        |           |               |             |  |           |   |                    |

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|   |  |                    |                        |           |               |             |  |           |   |                    |
|---|--|--------------------|------------------------|-----------|---------------|-------------|--|-----------|---|--------------------|
| <b>Program:</b>   | <b>CAKE DECORATION (2) (SPANISH)</b>   |                    |                        |           |               |             |  |           |   |                    |
| <b>Objective:</b>   | <p>This program is designed to introduce students to the art of cake decorating. It offers a combination of in-depth instruction and hands-on training. Students learn from the basics of color mixing and air brushing, to decorating a cake for different special occasions. Topics include cake decorating tools and styles of cakes. Students learn how to properly ice a cake and cover a cake board. This class is presented with lecture and lab portions. This course focuses on the art of cake decorating, not baking. The only baking instruction provided is how to make cakes from box mix (which are then used to instruct on decoration).</p> |                    |                        |           |               |             |  |           |   |                    |
| <b>Prerequisites:</b>   | <p>Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>Program Description:</b>                                   | <p>There are four (4) 40-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>Method of Delivery:</b>                                    | <p>This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>Duration:</b>  | 160 hours  |                    |                        |           |               |             |  |           |   |                    |
| <b>Class Schedule:</b>  | Monday, Wednesday, Friday  |                    |                        |           |               |             |  |           |   |                    |
| <b>Time/Language:</b>   | 9:00 a.m. – 2:30 p.m. – Spanish  |                    |                        |           |               |             |  |           |   |                    |
| <b>Charges:</b>   | <table border="0"> <tr> <td>Registration Fee*.....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition .....</td> <td>\$ 4,370.00</td> </tr> <tr> <td>Materials and Supplies (Provided by IC)* .....</td> <td>\$ 480.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b></td> <td><b>\$ 5,100.00</b></td> </tr> </table> <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b></p>                    |                    | Registration Fee*..... | \$ 250.00 | Tuition ..... | \$ 4,370.00 | Materials and Supplies (Provided by IC)* ..... | \$ 480.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b> | <b>\$ 5,100.00</b> |
| Registration Fee*.....  | \$ 250.00  |                    |                        |           |               |             |  |           |   |                    |
| Tuition .....   | \$ 4,370.00  |                    |                        |           |               |             |  |           |   |                    |
| Materials and Supplies (Provided by IC)* .....                | \$ 480.00  |                    |                        |           |               |             |  |           |   |                    |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b> | <b>\$ 5,100.00</b>   |                    |                        |           |               |             |  |           |   |                    |
| <b>Equipment:</b>   | <p>A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware. Oven accessibility is required for this course and is not provided by the institution.</p>  |                    |                        |           |               |             |  |           |   |                    |
| <b>MODULE</b>   |  | <b>CLOCK HOURS</b> |                        |           |               |             |  |           |   |                    |
| 1   | <b>Module 1</b><br>Introduction to Cake Decorating<br>Natural Flowers<br>Fresh Fruit Cake  | 40                 |                        |           |               |             |  |           |   |                    |
| 2   | <b>Module 2</b><br>Baby Shower Cake<br>Girl Birthday Cake<br>Holiday Cake  | 40                 |                        |           |               |             |  |           |   |                    |
| 3   | <b>Module 3</b><br>Religious Cake<br>Sports Cake<br>Fondant  | 40                 |                        |           |               |             |  |           |   |                    |
| 4   | <b>Module 4</b><br>Two-Tier Fondant Cake<br>Sweet Sixteen Cake – Fondant or Classic<br>Wedding Cake – Introduction<br>Wedding Cake – Fondant or Classic  | 40                 |                        |           |               |             |  |           |   |                    |
|   |  | <b>160 HOURS</b>   |                        |           |               |             |  |           |   |                    |

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|                             |   |                    |
|-----------------------------|---|--------------------|
| <b>Program:</b>             | <b>COMPUTER OPERATION AND APPLICATIONS LIVE ONLINE PROGRAM (ENGLISH)</b>  |                    |
| <b>Objective:</b>           | This course introduces students to the Windows operating system and core Microsoft Office applications. Students will learn the fundamentals of the Windows OS, Microsoft Word, PowerPoint, and Excel. Assignments and projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to a Microsoft Office Specialist certification with additional study. |                    |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |                    |
| <b>Program Description:</b> | There is one (1) 16-hour module and four (4) 60-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.                  |                    |
| <b>Method of Delivery:</b>  | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.  |                    |
| <b>Duration:</b>            | 256 hours   |                    |
| <b>Class Schedule:</b>      | Monday - Friday   |                    |
| <b>Time/Language:</b>       | 10:00 a.m. – 1:00 p.m. – English<br>6:00 p.m. – 9:00 p.m. – English   |                    |
| <b>Charges:</b>             | Registration Fee*.....\$ 250.00<br>Tuition .....\$ 4,250.00<br><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 4,500.00<br>The total charges for a period of attendance is the same as the total charges for the entire educational program.<br><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b>                                  |                    |
| <b>Equipment:</b>           | A computer, webcam and Microsoft Word, PowerPoint & Excel software are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer, hardware and software.  |                    |
| <b>MODULE</b>               |   | <b>CLOCK HOURS</b> |
| 1                           | <b>Introductory to Computers</b>  | 16                 |
| 2                           | <b>Windows</b><br>The Desktop and Taskbar<br>Managing Windows, Apps, and Settings<br>Configuration, Maintenance, and Troubleshooting  | 60                 |
| 3                           | <b>Microsoft Office Excel</b><br>Introduction to the Elements of Excel<br>Working with Tables and Charts<br>Basic and Advanced Cell Formatting; Formulas and Functions  | 60                 |
| 4                           | <b>Microsoft Office PowerPoint</b><br>Introduction to the Elements of Power Point<br>Working with Slides, Text, and Objects<br>Insert Sounds, Animations & Transitions<br>Exporting and Printing Presentations  | 60                 |
| 5                           | <b>Microsoft Office Word</b><br>Introduction to the Elements of Word<br>Adjusting Styles and Layout; Inserting Shapes and Images<br>Reviewing, Proofing, Exporting, and Printing  | 60                 |
|                             |   | <b>256 HOURS</b>   |

\*Once issued to the student, this fee is non-refundable and non-returnable.

|                             |   |                    |
|-----------------------------|---|--------------------|
| <b>Program:</b>             | <b>COMPUTER OPERATION AND APPLICATIONS LIVE ONLINE PROGRAM (SPANISH)</b>  |                    |
| <b>Objective:</b>           | This course introduces students to the Windows operating system and core Microsoft Office applications. Students will learn the fundamentals of the Windows OS, Microsoft Word, PowerPoint, and Excel. Assignments and projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to a Microsoft Office Specialist certification with additional study. |                    |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |                    |
| <b>Program Description:</b> | There is one (1) 16-hour module and four (4) 60-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.                  |                    |
| <b>Method of Delivery:</b>  | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.  |                    |
| <b>Duration:</b>            | 256 hours   |                    |
| <b>Class Schedule:</b>      | Monday - Friday   |                    |
| <b>Time/Language:</b>       | 10:00 a.m. – 1:00 p.m. – Spanish<br>6:00 p.m. – 9:00 p.m. – Spanish   |                    |
| <b>Charges:</b>             | Registration Fee*.....\$ 250.00<br>Tuition .....\$ 4,250.00<br><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 4,500.00<br>The total charges for a period of attendance is the same as the total charges for the entire educational program.<br><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b>                                  |                    |
| <b>Equipment:</b>           | A computer, webcam and Microsoft Word, PowerPoint & Excel software are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer, hardware and software.  |                    |
| <b>MODULE</b>               |   | <b>CLOCK HOURS</b> |
| 1                           | <b>Introductory to Computers</b>  | 16                 |
| 2                           | <b>Windows</b><br>The Desktop and Taskbar<br>Managing Windows, Apps, and Settings<br>Configuration, Maintenance, and Troubleshooting  | 60                 |
| 3                           | <b>Microsoft Office Excel</b><br>Introduction to the Elements of Excel<br>Working with Tables and Charts<br>Basic and Advanced Cell Formatting; Formulas and Functions  | 60                 |
| 4                           | <b>Microsoft Office PowerPoint</b><br>Introduction to the Elements of Power Point<br>Working with Slides, Text, and Objects<br>Insert Sounds, Animations & Transitions<br>Exporting and Printing Presentations  | 60                 |
| 5                           | <b>Microsoft Office Word</b><br>Introduction to the Elements of Word<br>Adjusting Styles and Layout; Inserting Shapes and Images<br>Reviewing, Proofing, Exporting, and Printing  | 60                 |
|                             |   | <b>256 HOURS</b>   |

\*Once issued to the student, this fee is non-refundable and non-returnable.

|                             |   |
|-----------------------------|---|
| <b>Program:</b>             | <b>FLORAL DESIGN (2) (ENGLISH) – LIVE ONLINE</b>  |
| <b>Objective:</b>           | This program provides students with in-depth instruction and hands-on training in creating professional floral arrangements for everyday and special occasions. Students will be introduced to the fundamentals of flower sourcing, flower care, and designing with fresh foliage. Topics include: the business of floral design; bridal flowers, bouquets and corsages; sympathy floral arrangements; and creating other contemporary designs. |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |
| <b>Program Description:</b> | There are four (4) 40-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.                                      |
| <b>Method of Delivery:</b>  | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.  |
| <b>Duration:</b>            | 160 hours   |
| <b>Class Schedule:</b>      | Monday, Wednesday   |
| <b>Time/Language:</b>       | 9:00 a.m. – 5:00 p.m. – English   |
| <b>Charges:</b>             | Registration Fee*.....\$ 250.00<br>Tuition .....\$ 4,370.00<br>Materials and Supplies (Provided by IC)* .....\$ 480.00<br><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 5,100.00  |
|                             | The total charges for a period of attendance is the same as the total charges for the entire educational program.   |
|                             | <b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b>  |
| <b>Equipment:</b>           | A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware.   |

| MODULE | CLOCK HOURS  |
|--------|--|
| 1      | 40   |
|        | <b>Module 1</b>  |
|        | Introduction to the Art of Floral Design & the Tool Kit        |
|        | Essentials to Sourcing and Selecting Fresh Flowers and Foliage |
|        | Understanding Flower Care and Handling                         |
|        | Introduction to Flower Species and Commonly Used Foliage       |
| 2      | 40   |
|        | <b>Module 2</b>  |
|        | Introduction to Floral Design Techniques                       |
|        | Understanding a Variety of Floral Arrangement Designs          |
|        | Arrangement Practice & Choosing the Vessel                     |
| 3      | 40   |
|        | <b>Module 3</b>  |
|        | The Business of Floral Design& Essentials of Floral Pricing    |
|        | Understanding the Client Consultation & Client Vision          |
|        | The Product: Taking the Order, Packaging, and Delivery         |
| 4      | 40   |
|        | <b>Module 4</b>  |
|        | Floral Designs for Specialty Occasions                         |
|        | The Wedding  |
|        | Sympathy Floral Creations                                      |
|        | Other Large-Scale Designs                                      |

160 HOURS

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|   |  |                        |           |               |             |  |           |   |                    |
|---|--|------------------------|-----------|---------------|-------------|--|-----------|---|--------------------|
| <b>Program:</b>   | <b>FLORAL DESIGN (2) (SPANISH) – LIVE ONLINE</b>   |                        |           |               |             |  |           |   |                    |
| <b>Objective:</b>   | This program provides students with in-depth instruction and hands-on training in creating professional floral arrangements for everyday and special occasions. Students will be introduced to the fundamentals of flower sourcing, flower care, and designing with fresh foliage. Topics include: the business of floral design; bridal flowers, bouquets and corsages; sympathy floral arrangements; and creating other contemporary designs.  |                        |           |               |             |  |           |   |                    |
| <b>Prerequisites:</b>   | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.   |                        |           |               |             |  |           |   |                    |
| <b>Program Description:</b>                                   | There are four (4) 40-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.   |                        |           |               |             |  |           |   |                    |
| <b>Method of Delivery:</b>                                    | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.   |                        |           |               |             |  |           |   |                    |
| <b>Duration:</b>  | 160 hours  |                        |           |               |             |  |           |   |                    |
| <b>Class Schedule:</b>  | Tuesday, Thursday, Friday  |                        |           |               |             |  |           |   |                    |
| <b>Time/Language:</b>   | 9:00 a.m. – 2:30 p.m. – Spanish  |                        |           |               |             |  |           |   |                    |
| <b>Charges:</b>   | <table> <tr> <td>Registration Fee*.....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition .....</td> <td>\$ 4,370.00</td> </tr> <tr> <td>Materials and Supplies (Provided by IC)* .....</td> <td>\$ 480.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b></td> <td><b>\$ 5,100.00</b></td> </tr> </table> <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b></p> | Registration Fee*..... | \$ 250.00 | Tuition ..... | \$ 4,370.00 | Materials and Supplies (Provided by IC)* ..... | \$ 480.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b> | <b>\$ 5,100.00</b> |
| Registration Fee*.....  | \$ 250.00  |                        |           |               |             |  |           |   |                    |
| Tuition .....   | \$ 4,370.00  |                        |           |               |             |  |           |   |                    |
| Materials and Supplies (Provided by IC)* .....                | \$ 480.00  |                        |           |               |             |  |           |   |                    |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM .....</b> | <b>\$ 5,100.00</b>   |                        |           |               |             |  |           |   |                    |
| <b>Equipment:</b>   | A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware.  |                        |           |               |             |  |           |   |                    |

| <b>MODULE</b> |  | <b>CLOCK HOURS</b> |
|---------------|--|--------------------|
| 1             | <b>Module 1</b><br>Introduction to the Art of Floral Design & the Tool Kit<br>Essentials to Sourcing and Selecting Fresh Flowers and Foliage<br>Understanding Flower Care and Handling<br>Introduction to Flower Species and Commonly Used Foliage | 40                 |
| 2             | <b>Module 2</b><br>Introduction to Floral Design Techniques<br>Understanding a Variety of Floral Arrangement Designs<br>Arrangement Practice & Choosing the Vessel   | 40                 |
| 3             | <b>Module 3</b><br>The Business of Floral Design& Essentials of Floral Pricing<br>Understanding the Client Consultation & Client Vision<br>The Product: Taking the Order, Packaging, and Delivery  | 40                 |
| 4             | <b>Module 4</b><br>Floral Designs for Specialty Occasions<br>The Wedding<br>Sympathy Floral Creations<br>Other Large-Scale Designs   | 40                 |

**160 HOURS**

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|                             |  |                    |
|-----------------------------|--|--------------------|
| <b>Program:</b>             | <b>GRAPHIC DESIGN (WINDOWS) (ENGLISH/SPANISH)</b>  |                    |
| <b>Objective:</b>           | <p>In the Graphic Design course, students will receive entry level instruction in three core Adobe creative applications. Students will learn how to correct and enhance digital images in Adobe Photoshop. Students will learn how to work with vector graphics and create logos in Adobe Illustrator. Students will learn how to create traditional print design templates and edit layouts in Adobe InDesign. Students will also learn how to prepare their completed documents for print commercially as well as prepare images for use on the web. Obtaining the core knowledge offered in this course can lead to an Adobe Certified Professional certification with additional study.</p> |                    |
| <b>Prerequisites:</b>       | <p>Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.</p>  |                    |
| <b>Program Description:</b> | <p>There are four (4) 60-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.</p>  |                    |
| <b>Method of Delivery:</b>  | <p>This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.</p>  |                    |
| <b>Duration:</b>            | 240 hours  |                    |
| <b>Class Schedule:</b>      | Monday – Friday  |                    |
| <b>Time/Language:</b>       | 10:00 a.m. – 1:00 p.m. – English & Spanish Sessions    6:00 p.m. – 9:00 p.m. – Spanish   |                    |
| <b>Charges:</b>             | <p>Registration Fee*.....\$ 250.00<br/>           Tuition .....\$ 4,250.00<br/> <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 4,500.00</p> <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b></p>  |                    |
| <b>Equipment:</b>           | <p>A computer, webcam and an Adobe Creative Cloud Subscription are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for information on the minimum requirements for computer, hardware and software.</p>  |                    |
| <b>MODULE</b>               |  | <b>CLOCK HOURS</b> |
| 1                           | <b>Introductory Module</b><br>Course Introduction, Windows OS and Adobe App Basics<br>Photoshop, Illustrator, and InDesign Introduction  | 60                 |
| 2                           | <b>Adobe Photoshop</b><br>Correct and Enhance Images Using Image Adjustments<br>Retouching, Repairing, and Modifying Images<br>Selections, Masking and Image Composites  | 60                 |
| 3                           | <b>Adobe Illustrator</b><br>Creating Complex Illustrations Using Basic Shapes<br>Creating Complex Shapes Using Shape Builder, Pathfinders, and Transform Tools<br>Combining Shapes and Text, Character Formatting, Logo Design   | 60                 |
| 4                           | <b>Adobe InDesign</b><br>Text and Graphic Frames, Preparing Images in Photoshop, Business Card Design<br>Using Guides, Applying Effects, Brochure Design, Preparing a Commercial Print<br>Working with Columns, Flowing Text, Designing a Two-Page Spread  | 60                 |
|                             |  | <b>240 HOURS</b>   |

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|  |   |                    |                         |           |              |             |  |                    |
|--|---|--------------------|-------------------------|-----------|--------------|-------------|--|--------------------|
| <b>Program:</b>  | <b>IT SUPPORT TECHNICIAN PROGRAM LIVE ONLINE (ENGLISH)</b>  |                    |                         |           |              |             |  |                    |
| <b>Objective:</b>  | <p>The IT Support Technician Program prepares students for success in the in-demand field of IT Support. Students will receive fundamental knowledge on the leading core technologies and information systems. Students will learn the skills needed to perform vital IT Support procedures such as software installation, connecting devices, using the cloud, and troubleshooting system malfunctions. Students will also learn how to provide crucial maintenance for information systems and peripherals to maintain system health and performance. The IT Support Technician Program provides students with the substantive knowledge and skills necessary to prepare for the "ComptIA A+" Exam and the IT Support profession.</p> |                    |                         |           |              |             |  |                    |
| <b>Prerequisites:</b>  | <p>Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.</p>   |                    |                         |           |              |             |  |                    |
| <b>Program Description:</b>                                  | <p>There are three (3) 48-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.</p>  |                    |                         |           |              |             |  |                    |
| <b>Method of Delivery:</b>                                   | <p>This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.</p>   |                    |                         |           |              |             |  |                    |
| <b>Duration:</b>   | 144 hours   |                    |                         |           |              |             |  |                    |
| <b>Class Schedule:</b>                                       | Monday - Thursday   |                    |                         |           |              |             |  |                    |
| <b>Time/Language:</b>  | 6:00 p.m. – 9:00 p.m. - English   |                    |                         |           |              |             |  |                    |
| <b>Charges:</b>  | <table border="0"> <tr> <td>Registration Fee* .....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition.....</td> <td>\$ 4,350.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.....</b></td> <td><b>\$ 4,600.00</b></td> </tr> </table>   |                    | Registration Fee* ..... | \$ 250.00 | Tuition..... | \$ 4,350.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.....</b> | <b>\$ 4,600.00</b> |
| Registration Fee* .....                                      | \$ 250.00   |                    |                         |           |              |             |  |                    |
| Tuition.....   | \$ 4,350.00   |                    |                         |           |              |             |  |                    |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.....</b> | <b>\$ 4,600.00</b>  |                    |                         |           |              |             |  |                    |
|  | <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).</b></p>  |                    |                         |           |              |             |  |                    |
| <b>Equipment:</b>  | <p>A computer and webcam are required for this course but are not provided by the institution.</p> <p>Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and/or hardware.</p> <p>*Given the variety of technical programs utilized in business settings, popular software systems will be introduced throughout the instructional program but are not required software for installation.</p>  |                    |                         |           |              |             |  |                    |
| <b>Module</b>  | <b>Course</b>   | <b>Clock hours</b> |                         |           |              |             |  |                    |
| 1.   | <b>Module 1</b><br>Windows OS and Software Essentials   | <b>48</b>          |                         |           |              |             |  |                    |
| 2.   | <b>Module 2</b><br>Hardware Installation, Devices, and Peripherals  | <b>48</b>          |                         |           |              |             |  |                    |
| 3.   | <b>Module 3</b><br>Basic Networking and the Cloud   | <b>48</b>          |                         |           |              |             |  |                    |
|  |   | <b>144 HOURS</b>   |                         |           |              |             |  |                    |

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

|                             |   |                      |                 |
|-----------------------------|---|----------------------|-----------------|
| <b>Program:</b>             | <b>LEGAL ASPECTS OF REAL ESTATE (ONLINE)</b>  |                      |                 |
| <b>Objective:</b>           | This course provides students with fundamental knowledge regarding the law of agency, duties and responsibilities of licensees, and the regulation of licensees. Students will be introduced to the law of contracts and will be provided with in-depth knowledge on real estate contracts. Students will be provided with an understanding of the varying types of ownership methods relating to real property and how real property is secured. Students will also learn about adjacent property rights and landlord-tenant law. This course will provide students with an overview on land use controls and will discuss escrow and title insurance and involuntary liens and homesteads.  |                      |                 |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |                      |                 |
| <b>Program Description:</b> | There are fifteen (15) units in this course. Student progress is evaluated at the end of unit by way of a unit quiz. Students must advance through the online unit quizzes in a linear fashion, and cannot advance to the next unit until the previous unit's reading assignment and unit quiz have been completed. Students cannot access the final examination and complete the course until all unit quizzes have been completed and the minimum time has elapsed. When the last unit quiz is completed, students will receive access to the final examination. Students must receive a 60% or better to pass the final examination. No internship or externship is required. Students will receive a Department of Real Estate approved "Certificate of Completion" upon receiving a grade of 60% or better on the final examination. |                      |                 |
| <b>Method of Delivery:</b>  | This is an asynchronous web-based program utilizing the "Prou.Net" LMS platform.  |                      |                 |
| <b>Duration/Language:</b>   | 45 hours <sup>1</sup> /English  |                      |                 |
| <b>Charges:</b>             | Registration Fee* .....\$ 250.00<br>Tuition .....\$ 500.00<br><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM... \$ 750.00</b><br>The total charges for a period of attendance is the same as the total charges for the entire program.<br>(If applicable, a non-refundable \$0 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).  |                      |                 |
| <b>Equipment:</b>           | A computer and internet access is required for this course but is not provided by the institution.  |                      |                 |
| <b>Module</b>               | <b>Course</b>   | <b>Clock Minutes</b> |                 |
| 1.                          | <b>Sources of Law and the Judicial System</b>   | <b>120</b>           |                 |
| 2.                          | <b>Law of Agency</b>  | <b>145</b>           |                 |
| 3.                          | <b>Duties and Responsibilities of Licensees</b>   | <b>145</b>           |                 |
| 4.                          | <b>Regulations of Licensees</b>   | <b>270</b>           |                 |
| 5.                          | <b>Law of Contracts</b>   | <b>195</b>           |                 |
| 6.                          | <b>Real Estate Contracts</b>  | <b>210</b>           |                 |
| 7.                          | <b>Property, Estates, and Recordings</b>  | <b>80</b>            |                 |
| 8.                          | <b>Ownership of Real Property</b>   | <b>160</b>           |                 |
| 9.                          | <b>Acquisitions and Conveyances</b>   | <b>100</b>           |                 |
| 10.                         | <b>Real Property Security Devices</b>   | <b>155</b>           |                 |
| 11.                         | <b>Involuntary Liens and Homesteads</b>   | <b>80</b>            |                 |
| 12.                         | <b>Adjacent Property Rights</b>   | <b>100</b>           |                 |
| 13.                         | <b>Land Use Controls</b>  | <b>115</b>           |                 |
| 14.                         | <b>Escrow and Title Insurance</b>   | <b>75</b>            |                 |
| 15.                         | <b>Landlord-Tenant Law</b>  | <b>150</b>           |                 |
|                             |   |                      | <b>45 HOURS</b> |

\* Once issued to the student, this fee is non-refundable and non-returnable.

<sup>1</sup> The maximum time allowed for completion of this course is one year from the date of enrollment. If you do not complete this course within one year, re-enrollment for another year would be required at the full course fee to continue. The Department of Real Estate ("DRE") allows this course to be completed in a minimum of 2.5 weeks (18 calendar days) from the date you receive the course material. This rule dictates how quickly you can take the final exam and complete this course.

|                             |   |  |
|-----------------------------|---|--|
| <b>Program:</b>             | <b>LEGAL SECRETARY PROGRAM LIVE ONLINE</b>  |  |
| <b>Objective:</b>           | The Legal Secretary program provides students with the legal substantive knowledge and procedural skills necessary to prepare for the "LPI California Legal Certified Legal Secretary" Exam and the legal secretary profession. <sup>2</sup>  |  |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |  |
| <b>Program Description:</b> | Skill Assignments, Quizzes, and the Final Exam are assigned as outlined in the "Weekly Syllabus". Student progress is evaluated at the end of each module. In order to graduate from the course and receive a diploma, students must complete the Skill Assignments, Quizzes and the Final Exam, receiving a cumulative grade of a "C" or better. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. |  |
| <b>Method of Delivery:</b>  | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.  |  |
| <b>Duration:</b>            | 144 hours   |  |
| <b>Class Schedule:</b>      | Tuesday, Thursday, Friday   |  |
| <b>Time/Language:</b>       | 8:30 a.m. – 12:30 p.m. – English  |  |
| <b>Charges:</b>             | Registration Fee*.....\$ 250.00<br>Tuition .....\$ 4,250.00<br>Course Materials (Provided by IC)* .....\$ 100.00<br><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 4,600.00  |  |
|                             | The total charges for a period of attendance is the same as the total charges for the entire educational program.   |  |
|                             | <b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b>  |  |
| <b>Equipment:</b>           | A computer is required for this course but is not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and/or hardware.   |  |

| <b>MODULE</b> |  | <b>CLOCK HOURS</b> |
|---------------|--|--------------------|
| 1             | <b>Module 1</b><br>Introduction to American and California Legal Systems | 20                 |
| 2             | <b>Module 2</b><br>Litigation Process and Procedure                      | 16                 |
| 3             | <b>Module 3</b><br>Law Office Administration and Management              | 24                 |
| 4             | <b>Module 4</b><br>Computer Applications and Hands-On Skills             | 48                 |
| 5             | <b>Module 5</b><br>Legal Reasoning and Ethics                            | 24                 |
| 6             | <b>Module 6</b><br>"LPI California Certified Legal Secretary" Exam       | 12                 |
|               |  | <b>144 HOURS</b>   |

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

<sup>2</sup> Please note, to be eligible to take the "LPI California Certified Legal Secretary" Exam you must have a minimum of two (2) years' full-time experience as a legal secretary, or equivalent as approved by the LPI Certifying Board.

|   |  |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
|---|--|-------------|-------------------|-------|-----------|---------|-------|-------------|------------------------------------|-------|-----------|---|-------|-------------|
| <b>Program:</b>   | <b>MEDICAL BILLING AND CODING ESSENTIALS LIVE ONLINE PROGRAM (ENGLISH)</b>   |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Objective:</b>                                       | <p>Through this course, students will acquire the necessary substantive knowledge and skills in order to prepare for a profession as a medical biller. The course begins by providing a broad overview of the medical billing system and the general duties of a medical biller. This course will familiarize students with the various medical billing software programs, different medical billing office structures, and how to collect and verify patient demographics and insurance information. Students will learn medical billing codes, applicable legal regulations, and medical billing associations based on medical practice area. Students will be introduced to hands-on skills in order to learn how to input and verify charges, how to submit billing claims, and how to manage claim denials.</p> |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Prerequisites:</b>                                   | <p>Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.</p>  |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Program Description:</b>                             | <p>There are three (3) 48-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.</p>   |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Method of Delivery:</b>                              | <p>This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.</p>  |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Duration:</b>  | 144 hours  |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Class Schedule:</b>                                  | Monday - Thursday  |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Time/Language:</b>                                   | 6:00 p.m. – 9:00 p.m. – English  |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Charges:</b>   | <table> <tr> <td>Registration Fee*</td> <td>.....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition</td> <td>.....</td> <td>\$ 4,250.00</td> </tr> <tr> <td>Course Materials (Provided by IC)*</td> <td>.....</td> <td>\$ 100.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b></td> <td>.....</td> <td>\$ 4,600.00</td> </tr> </table> <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b></p>   |             | Registration Fee* | ..... | \$ 250.00 | Tuition | ..... | \$ 4,250.00 | Course Materials (Provided by IC)* | ..... | \$ 100.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> | ..... | \$ 4,600.00 |
| Registration Fee*                                       | .....  | \$ 250.00   |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| Tuition   | .....  | \$ 4,250.00 |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| Course Materials (Provided by IC)*                      | .....  | \$ 100.00   |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> | .....  | \$ 4,600.00 |                   |       |           |         |       |             |                                    |       |           |   |       |             |
| <b>Equipment:</b>                                       | <p>A computer is required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and/or hardware.</p> <p>* Given the variety of billing software platforms/systems utilized in the medical billing profession, popular software systems will be introduced throughout the instructional program but are not required software for installation.</p>  |             |                   |       |           |         |       |             |                                    |       |           |   |       |             |

| MODULE           | CLOCK HOURS |
|------------------|-------------|
| 1                | 48          |
| 2                | 48          |
| 3                | 48          |
| <b>144 HOURS</b> |             |

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|                             |  |
|-----------------------------|--|
| <b>Program:</b>             | <b>PROFESSIONAL MAKEUP ARTISTRY PROGRAM LIVE ONLINE (SPANISH)</b>  |
| <b>Objective:</b>           | This program prepares students for success in the in-demand and expanding field of makeup application. Students will be introduced to the industry-standard tools, cosmetics, and brushes commonly utilized by professional makeup artists. Students will be provided with instruction on how to properly sanitize and disinfect their makeup toolkit and will be instructed on how to properly prepare a face for makeup application. Students will be guided on how to conduct a client consultation and the process for mapping the client's face for makeup application. Students will be taught the foundational knowledge for makeup application techniques for everyday beauty and will be instructed on the intricacies of makeup application for special occasion beauty. |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.   |
| <b>Program Description:</b> | There are three (3) 32-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.  |
| <b>Method of Delivery:</b>  | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.   |
| <b>Duration:</b>            | 96 hours   |
| <b>Class Schedule:</b>      | Monday, Wednesday  |
| <b>Time/Language:</b>       | 10:00 a.m. – 2:00 p.m. – Spanish   |
| <b>Charges:</b>             | <p>Registration Fee*.....\$ 250.00</p> <p>Tuition .....\$ 3,200.00</p> <p>Materials and Supplies (Provided by IC)* .....\$ 400.00</p> <p><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 3,850.00</p> <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b></p>   |
| <b>Equipment:</b>           | A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware.  |

| MODULE | CLOCK HOURS   |
|--------|---|
| 1      | <p><b>Module 1 - Understanding the Toolkit and Client</b> 32</p> <p>Introduction to Cosmetics and Understanding Makeup Tools and Brushes</p> <p>Makeup Sanitation and Disinfection Techniques</p> <p>Understanding the Client: Bone Structure, Skin Type Analysis, Skin Tone, Facial Shape Analysis, Understanding Special Features</p> |
| 2      | <p><b>Module 2 – Fundamentals of Everyday Makeup Application</b> 32</p> <p>Determining the Makeup Design</p> <p>Makeup Application Techniques – Everyday Beauty</p> <p>Highlighting and Contouring Techniques</p> <p>Approach to Eye Makeup Application – Everyday Beauty</p>   |
| 3      | <p><b>Module 3 - Fundamentals of Specialty Makeup Application &amp; the Business of Makeup</b> 32</p> <p>Makeup Application Techniques – Special Occasion Beauty</p> <p>Approach to Eye Makeup Application – Special Occasion Beauty</p> <p>Understanding the Business of Makeup</p>  |

96 HOURS

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|  |  |                      |                   |       |           |              |       |           |  |              |                  |
|--|--|----------------------|-------------------|-------|-----------|--------------|-------|-----------|--|--------------|------------------|
| <b>Program:</b>  | <b>REAL ESTATE PRACTICE (ONLINE)</b>   |                      |                   |       |           |              |       |           |  |              |                  |
| <b>Objective:</b>  | <p>This course is designed to provide students with fundamental knowledge on the practical application of real estate. Students will be introduced to the concept of "mandatory disclosures," fair housing considerations and ethics in real estate. Students will be provided with an understanding of how to develop a "listing presentation package" and how to service the listing. Students will also learn about advertising guidelines, how to communicate with buyers/sellers and how to effectively handle property showings. This course will provide students with an understanding of how to create a sales agreement and how real estate is financed and taxed. Students will be provided with an overview on property management, leasing, and escrow process.</p>   |                      |                   |       |           |              |       |           |  |              |                  |
| <b>Prerequisites:</b>                                      | <p>Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.</p>  |                      |                   |       |           |              |       |           |  |              |                  |
| <b>Program Description:</b>                                | <p>There are fifteen (15) units in this course. Student progress is evaluated at the end of unit by way of a unit quiz. Students must advance through the online unit quizzes in a linear fashion, and cannot advance to the next unit until the previous unit's reading assignment and unit quiz have been completed. Students cannot access the final examination and complete the course until all unit quizzes have been completed and the minimum time has elapsed. When the last unit quiz is completed, students will receive access to the final examination. Students must receive a 60% or better to pass the final examination. No internship or externship is required. Students will receive a Department of Real Estate approved "Certificate of Completion" upon receiving a grade of 60% or better on the final examination.</p> |                      |                   |       |           |              |       |           |  |              |                  |
| <b>Method of Delivery:</b>                                 | This is an asynchronous web-based program utilizing the "Prou.Net" LMS platform.   |                      |                   |       |           |              |       |           |  |              |                  |
| <b>Duration/Language:</b>                                  | 45 hours <sup>3</sup> /English   |                      |                   |       |           |              |       |           |  |              |                  |
| <b>Charges:</b>  | <table border="0"> <tr> <td>Registration Fee*</td> <td>.....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition.....</td> <td>.....</td> <td>\$ 500.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b></td> <td><b>.....</b></td> <td><b>\$ 750.00</b></td> </tr> </table> <p>The total charges for a period of attendance is the same as the total charges for the entire program.<br/>(If applicable, a non-refundable \$0 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).</p>   |                      | Registration Fee* | ..... | \$ 250.00 | Tuition..... | ..... | \$ 500.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b> | <b>.....</b> | <b>\$ 750.00</b> |
| Registration Fee*  | .....  | \$ 250.00            |                   |       |           |              |       |           |  |              |                  |
| Tuition.....   | .....  | \$ 500.00            |                   |       |           |              |       |           |  |              |                  |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b> | <b>.....</b>   | <b>\$ 750.00</b>     |                   |       |           |              |       |           |  |              |                  |
| <b>Equipment:</b>  | A computer and internet access is required for this course but is not provided by the institution.   |                      |                   |       |           |              |       |           |  |              |                  |
| <b>Module</b>  | <b>Course</b>  | <b>Clock Minutes</b> |                   |       |           |              |       |           |  |              |                  |
| 1.   | Getting Started in Real Estate   | 177                  |                   |       |           |              |       |           |  |              |                  |
| 2.   | Ethics, Fair Housing, Trust Funds, and Other Legal Issues  | 131                  |                   |       |           |              |       |           |  |              |                  |
| 3.   | Mandatory Disclosures  | 220                  |                   |       |           |              |       |           |  |              |                  |
| 4.   | Prospecting and Business Development   | 109                  |                   |       |           |              |       |           |  |              |                  |
| 5.   | Listing Presentation Package   | 114                  |                   |       |           |              |       |           |  |              |                  |
| 6.   | Listing Presentations and Listing Contracts  | 121                  |                   |       |           |              |       |           |  |              |                  |
| 7.   | Servicing the Listing  | 129                  |                   |       |           |              |       |           |  |              |                  |
| 8.   | Advertising  | 130                  |                   |       |           |              |       |           |  |              |                  |
| 9.   | The Buyer and the Property Showing   | 116                  |                   |       |           |              |       |           |  |              |                  |
| 10.  | Obtaining the Offer and Creating the Sales Agreement   | 155                  |                   |       |           |              |       |           |  |              |                  |
| 11.  | From Offer to Closing  | 111                  |                   |       |           |              |       |           |  |              |                  |
| 12.  | Real Estate Financing  | 209                  |                   |       |           |              |       |           |  |              |                  |
| 13.  | Escrow and Title Insurance   | 115                  |                   |       |           |              |       |           |  |              |                  |
| 14.  | Taxation   | 119                  |                   |       |           |              |       |           |  |              |                  |
| 15.  | Property Management and Leasing  | 144                  |                   |       |           |              |       |           |  |              |                  |
|  |  | <b>45 HOURS</b>      |                   |       |           |              |       |           |  |              |                  |

\* Once issued to the student, this fee is non-refundable and non-returnable.

<sup>3</sup> The maximum time allowed for completion of this course is one year from the date of enrollment. If you do not complete this course within one year, re-enrollment for another year would be required at the full course fee to continue. The Department of Real Estate ("DRE") allows this course to be completed in a minimum of 2.5 weeks (18 calendar days) from the date you receive the course material. This rule dictates how quickly you can take the final exam and complete this course.

|  |   |                      |  |                   |       |           |         |       |           |  |              |                  |
|--|---|----------------------|--|-------------------|-------|-----------|---------|-------|-----------|--|--------------|------------------|
| <b>Program:</b>  | <b>REAL ESTATE PRINCIPLES (ONLINE)</b>  |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>Objective:</b>  | In this module students will receive fundamental knowledge regarding the business of real estate, real estate law, and the activities of a real estate broker. Students will be introduced to the nature of real property and the varying ownership rights in real property. Students will be provided with an understanding of how real estate is transferred and encumbrances on real property. Students will also learn about contracts and how real estate is financed. This module will provide students with an overview on escrow and title insurance and discuss real estate taxation, real estate appraising, and residential design and construction.   |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>Prerequisites:</b>                                      | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>Program Description:</b>                                | There are fifteen (15) units in this course. Student progress is evaluated at the end of unit by way of a unit quiz. Students must advance through the online unit quizzes in a linear fashion, and cannot advance to the next unit until the previous unit's reading assignment and unit quiz have been completed. Students cannot access the final examination and complete the course until all unit quizzes have been completed and the minimum time has elapsed. When the last unit quiz is completed, students will receive access to the final examination. Students must receive a 60% or better to pass the final examination. No internship or externship is required. Students will receive a Department of Real Estate approved "Certificate of Completion" upon receiving a grade of 60% or better on the final examination. |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>Method of Delivery:</b>                                 | This is an asynchronous web-based program utilizing the "Prou.Net" LMS platform.  |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>Duration/Language:</b>                                  | 45 hours <sup>4</sup> /English  |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>Charges:</b>  | <table border="0"> <tr> <td>Registration Fee*</td> <td>.....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition</td> <td>.....</td> <td>\$ 500.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b></td> <td><b>.....</b></td> <td><b>\$ 750.00</b></td> </tr> </table> <p>The total charges for a period of attendance is the same as the total charges for the entire program.<br/>(If applicable, a non-refundable \$0 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).</p>   |                      |  | Registration Fee* | ..... | \$ 250.00 | Tuition | ..... | \$ 500.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b> | <b>.....</b> | <b>\$ 750.00</b> |
| Registration Fee*  | .....   | \$ 250.00            |  |                   |       |           |         |       |           |  |              |                  |
| Tuition  | .....   | \$ 500.00            |  |                   |       |           |         |       |           |  |              |                  |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b> | <b>.....</b>  | <b>\$ 750.00</b>     |  |                   |       |           |         |       |           |  |              |                  |
| <b>Equipment:</b>  | A computer and internet access is required for this course but is not provided by the institution.  |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>Module</b>  | <b>Course</b>   | <b>Clock Minutes</b> |  |                   |       |           |         |       |           |  |              |                  |
| 1.   | <b>The Business of Real Estate</b>  | <b>149</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 2.   | <b>The Nature of Real Property</b>  | <b>104</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 3.   | <b>Ownership of Real Property</b>   | <b>79</b>            |  |                   |       |           |         |       |           |  |              |                  |
| 4.   | <b>Transferring Real Estate</b>   | <b>104</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 5.   | <b>Encumbrances</b>   | <b>109</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 6.   | <b>The Law of Agency</b>  | <b>194</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 7.   | <b>Contracts</b>  | <b>174</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 8.   | <b>Financing Real Estate</b>  | <b>249</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 9.   | <b>Government Sponsored and Other Financing</b>   | <b>109</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 10.  | <b>Escrow and Title Insurance</b>   | <b>144</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 11.  | <b>Real Estate Taxation</b>   | <b>119</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 12.  | <b>Landlord and Tenant</b>  | <b>174</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 13.  | <b>Real Estate Appraising</b>   | <b>130</b>           |  |                   |       |           |         |       |           |  |              |                  |
| 14.  | <b>Residential Design and Construction</b>  |                      |  |                   |       |           |         |       |           |  |              |                  |
| <b>148</b>   |   |                      |  |                   |       |           |         |       |           |  |              |                  |
| 15.  | <b>Government Control and Land Use</b>  | <b>114</b>           |  |                   |       |           |         |       |           |  |              |                  |
|  |   | <b>45 HOURS</b>      |  |                   |       |           |         |       |           |  |              |                  |

\* Once issued to the student, this fee is non-refundable and non-returnable.

<sup>4</sup> The maximum time allowed for completion of this course is one year from the date of enrollment. If you do not complete this course within one year, re-enrollment for another year would be required at the full course fee to continue. The Department of Real Estate ("DRE") allows this course to be completed in a minimum of 2.5 weeks (18 calendar days) from the date you receive the course material. This rule dictates how quickly you can take the final exam and complete this course.

|  |  |                    |                        |           |              |             |  |                    |
|--|--|--------------------|------------------------|-----------|--------------|-------------|--|--------------------|
| <b>Program:</b>  | <b>REAL ESTATE SALESPERSON ONLINE PROGRAM</b>  |                    |                        |           |              |             |  |                    |
| <b>Objective:</b>  | <p>This “Real Estate Salesperson Online Program” includes the requisite educational courses required to qualify for the California Department of Real Estate “Real Estate Salesperson Examination” and have been approved by the California Department of Real Estate as “statutory/pre-license real estate” courses.<sup>5</sup> Through this course, students will receive instruction in the three (3) following “statutory/pre-license real estate” courses: (1) Legal Aspects of Real Estate; (2) Real Estate Principles; and (3) Real Estate Practice. Students will also receive “Real Estate Salesperson Examination” instruction and guidance on how to apply for a “Real Estate Salesperson License” through the California Department of Real Estate.</p> |                    |                        |           |              |             |  |                    |
| <b>Prerequisites:</b>                                      | <p>Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.</p>  |                    |                        |           |              |             |  |                    |
| <b>Program Description:</b>                                | <p>There are four (4) modules in this course. Student progress is evaluated at the end of each module. In order to pass this course, students are required to take and pass an online final examination (100 multiple-choice, 2.5 hours, 60% or better to pass) at the conclusion of Modules 1 to 3 and complete a Final Assignment at the conclusion of Module 4. No internship or externship is required. Students will receive a diploma upon receiving a grade of 60% or better at the end of each module.</p>   |                    |                        |           |              |             |  |                    |
| <b>Method of Delivery:</b>                                 | <p>This is an asynchronous web-based program utilizing the “Prou.Net” and Google Drive platforms.</p>  |                    |                        |           |              |             |  |                    |
| <b>Duration/Language:</b>                                  | <p>145 hours<sup>6</sup>/English</p>   |                    |                        |           |              |             |  |                    |
| <b>Charges:</b>  | <table border="0"> <tr> <td>Registration Fee*.....</td> <td>\$ 250.00</td> </tr> <tr> <td>Tuition.....</td> <td>\$ 2,000.00</td> </tr> <tr> <td><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b></td> <td><b>\$ 2,250.00</b></td> </tr> </table> <p>The total charges for a period of attendance is the same as the total charges for the entire program.<br/> <b>(If applicable, a non-refundable \$0 dollar Student Tuition Recovery Fee may be added to the total cost of the program, due at registration).</b></p>  |                    | Registration Fee*..... | \$ 250.00 | Tuition..... | \$ 2,000.00 | <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b> | <b>\$ 2,250.00</b> |
| Registration Fee*.....                                     | \$ 250.00  |                    |                        |           |              |             |  |                    |
| Tuition.....   | \$ 2,000.00  |                    |                        |           |              |             |  |                    |
| <b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM...</b> | <b>\$ 2,250.00</b>   |                    |                        |           |              |             |  |                    |
| <b>Equipment:</b>  | <p>A computer and internet access is required for this course but is not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware.</p>  |                    |                        |           |              |             |  |                    |
| <b>Module</b>  | <b>Course</b>  | <b>Clock Hours</b> |                        |           |              |             |  |                    |
| 1.   | <b>Module 1</b><br>Legal Aspects of Real Estate  | <b>45</b>          |                        |           |              |             |  |                    |
| 2.   | <b>Module 2</b><br>Real Estate Principles  | <b>45</b>          |                        |           |              |             |  |                    |
| 3.   | <b>Module 3</b><br>Real Estate Practice  | <b>45</b>          |                        |           |              |             |  |                    |
| 4.   | <b>Module 4</b><br>Real Estate Salesperson Examination Preparation   | <b>10</b>          |                        |           |              |             |  |                    |
|  |  | <b>145 HOURS</b>   |                        |           |              |             |  |                    |

**\* Once issued to the student, this fee is non-refundable and non-returnable.**

<sup>5</sup> According to the “Requirements to Apply for a Real Estate Salesperson License” informational published by the California Department of Real Estate at [Requirements to Apply for a Real Estate Salesperson License - DRE \(ca.gov\)](http://Requirements to Apply for a Real Estate Salesperson License - DRE (ca.gov)), to qualify for a real estate salesperson examination, individuals must successfully complete three college-level courses; including Real Estate Principles, Real Estate Practice, and one other course from the list located at [Requirements to Apply for a Real Estate Salesperson License - DRE \(ca.gov\)](http://Requirements to Apply for a Real Estate Salesperson License - DRE (ca.gov)).

<sup>6</sup> The maximum time allowed for completion of this course is one year from the date of enrollment. If you do not complete this course within one year, re-enrollment for another year would be required at the full course fee to continue. The Department of Real Estate (“DRE”) allows each course to be completed in a minimum of 2.5 weeks (18 calendar days) per course from the date you receive the course material. This rule dictates how quickly you can take the final exam and complete each course.

|                             |   |
|-----------------------------|---|
| <b>Program:</b>             | <b>SMALL BUSINESS BOOKKEEPING ONLINE</b>  |
| <b>Objective:</b>           | In this course, students will learn the fundamental skills of effective bookkeeping and how to use QuickBooks. Students will learn to work with a general ledger, assets, liabilities, equity accounts, balance sheets and income statements. They will also learn how to manage bills and invoices, reconcile bank and credit card accounts, and provide financial statements for tax preparation. Assignments and other projects will be assigned to help support and supplement material covered in class lessons. Obtaining the core knowledge offered in this course can lead to an Intuit QuickBooks Certified User (QBCU) certification with additional study. |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |
| <b>Program Description:</b> | There are nine (9) modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of "C" or better at the end of each module.  |
| <b>Method of Delivery:</b>  | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.  |
| <b>Duration:</b>            | 180 hours   |
| <b>Class Schedule:</b>      | Monday – Friday   |
| <b>Time/Language:</b>       | 6:00 P.m. – 9:00 p.m. – English   |
| <b>Charges:</b>             | <p>Registration Fee*.....\$ 250.00</p> <p>Tuition .....\$ 4,250.00</p> <p>Installed Software: QuickBooks Online Plus Subscription .....\$ 00.00</p> <p><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 4,500.00</p> <p>The total charges for a period of attendance is the same as the total charges for the entire educational program.</p> <p><b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b></p>  |
| <b>Equipment:</b>           | A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware.   |

| MODULE           | CLOCK HOURS   |
|------------------|---|
| 1                | Introduction to QuickBooks 2018 and Company Files 9 |
| 2                | Accounting Principles 18                            |
| 3                | Sales and Receivables: Service Business 21          |
| 4                | Payables and Purchases: Service Business 24         |
| 5                | General Accounting: Service Business 24             |
| 6                | Sales and Receivables: Merchandising Business 24    |
| 7                | Payables and Purchases: Merchandising Business 24   |
| 8                | General Accounting: Merchandising Business 24       |
| 9                | Creating a Company in QuickBooks 12                 |
| <b>180 HOURS</b> |   |

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

|                             |   |  |  |  |  |
|-----------------------------|---|--|--|--|--|
| <b>Program:</b>             | <b>SMALL BUSINESS DEVELOPMENT AND MANAGEMENT PROGRAM LIVE ONLINE (SPANISH)</b>  |  |  |  |  |
| <b>Objective:</b>           | This course provides students with the fundamental knowledge necessary to develop and manage small sized businesses. Students will be introduced to the core concepts involved in developing a business plan, calculating startup costs and a working budget, and funding the business. Students will learn the key skills needed to launch the business, including the process for registering the business, acquiring the necessary licenses and permits, opening a business bank account, and other insurance and liability determinations. The course provides students with the knowledge and skills needed to efficiently manage a business including, controlling the budget, managing employees, maintaining legal compliancy and understanding technology in the workplace. The course will close by providing students with the “best practices” in efficiently and effectively marketing a small business. |  |  |  |  |
| <b>Prerequisites:</b>       | Prospective students who would like to enroll in this program will need to take the entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of the entrance exam. Prospective students must be 18 years of age or older to enroll.  |  |  |  |  |
| <b>Program Description:</b> | There are four (4) 24-hour modules in this course. Student progress is evaluated at the end of each module. Students are highly encouraged to attend all class sessions or view class lecture recordings. Make-up work is at the discretion of the instructor. No internship or externship is required. Students will receive a diploma upon receiving a grade of “C” or better at the end of each module.  |  |  |  |  |
| <b>Method of Delivery:</b>  | This course is offered live online. Live, instructor-led classes will be conducted remotely in real time over the internet using specialized software.  |  |  |  |  |
| <b>Duration:</b>            | 96 hours  |  |  |  |  |
| <b>Class Schedule:</b>      | Monday, Wednesday   |  |  |  |  |
| <b>Time/Language:</b>       | 10:00 a.m. – 2:00 p.m. – Spanish  |  |  |  |  |
| <b>Charges:</b>             | Registration Fee*.....\$ 250.00<br>Tuition .....\$ 3,100.00<br>Materials and Supplies (Provided by IC) .....\$ 00.00<br><b>TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b> .....\$ 3,350.00  |  |  |  |  |
|                             | The total charges for a period of attendance is the same as the total charges for the entire educational program.   |  |  |  |  |
|                             | <b>(If applicable, a non-refundable \$0 Student Tuition Recovery Fee (STRF) may be added to the total cost of the program, due at registration).</b>  |  |  |  |  |
| <b>Equipment:</b>           | A computer and webcam are required for this course but are not provided by the institution. Please refer to the Computer Equipment Requirement Form for more information on the minimum requirements for computer and hardware.   |  |  |  |  |

| MODULE | CLOCK HOURS                      |   |   |           |          |
|--------|----------------------------------|---|---|-----------|----------|
| 1      | Module 1 - Developing a Business |   |   |           | 24       |
| 2      | Module 2                         | 2 | - | Launching | a        |
|        | 24                               |   |   |           | Business |
| 3      | Module 3 - Managing a Business   |   |   |           | 24       |
| 4      | Module 4 – Marketing a Business  |   |   |           | 24       |

96 HOURS

\*Once issued to the student, these fees, materials and supplies are non-refundable and non-returnable.

## STUDENT CALENDAR

### Holidays

International College is closed during the following holidays:

- Martin Luther King Jr. Day: January 15, 2024
- Memorial Day: May 27, 2024
- Juneteenth: June 19, 2024
- Independence Day: July 4, 2024
- Labor Day: September 2, 2024
- Veterans Day: November 11, 2024
- Thanksgiving: November 28, 2024
- Day after Thanksgiving: November 29, 2024
- Christmas Day: December 25, 2024

There will be no class sessions December 24, 2024 through December 27, 2024.

## ADMISSION REQUIREMENTS AND PROCEDURES

### Administrative Examinations

Prospective students who would like to enroll in a course at International College will need to take an entrance exam administered through EasyTestMaker and receive a passing score of 70% or higher. Proof of a high school diploma or equivalent may be accepted in lieu of our entrance exam.

## ACADEMIC POLICIES

### Maximum Time to Complete Program

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

For the "Legal Aspects of Real Estate," "Real Estate Practice," "Real Estate Principles" and "Real Estate Salesperson Online Program" courses, the maximum time allowed for completion of these courses is one year from the date of enrollment. If a student does not complete any of these courses within one year, re-enrollment for another year would be required at the full course fee to continue.

### Grading System

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

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

Please note, for the "Legal Aspects of Real Estate," "Real Estate Practice," "Real Estate Principles" and "Real Estate Salesperson Online Program" courses, a "passing grade" is considered a 60% or better.

### **Satisfactory Academic Progress**

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

### **Attendance Requirements**

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

### **Leave of Absence**

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

For the "Legal Aspects of Real Estate," "Real Estate Practice," "Real Estate Principles" and "Real Estate Salesperson Online Program" courses, a leave of absence will not be permitted. The maximum time allowed for completion of any of these courses is one year from the date of enrollment. If a student does not complete any of these courses within the time period allotted, re-enrollment for another year would be required at the full course fee to continue.

### **Graduation Requirements**

Students must receive a grade of "C" or better at the end of each module in order to satisfy the requirements for graduation.

Please note, for the "Legal Aspects of Real Estate," "Real Estate Practice," "Real Estate Principles" and "Real Estate Salesperson Online Program" courses, students will receive a Department of Real Estate approved "completion certificate" upon obtaining a grade of 60% or better on each unit quiz and the final exam at the conclusion of Modules 1 to 3.

### **Distance Education**

International College offers distance education. International College uses online platforms to provide visual and oral instruction. Coursework and projects may be turned in online. Feedback, evaluations and grades are provided online to the student.

For educational programs where the instruction is not offered in real time ("Legal Aspects of Real Estate," "Real Estate Practice," "Real Estate Principles," and "Real Estate Salesperson Online Program"), instructor feedback to responses to focus questions, case studies, and online field trip assignments will be provided to students no later than ten (10) days from the date of student submission.

### **Distance Education Disclaimer**

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

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

The time lapse between the institution's receipt of student projects, quizzes and exams and the institution's response or evaluation is approximately ten (10) business days.

### **Program Changes**

International College reserves the right to make any non-substantive curriculum changes at any time, subject to any required BPPE prior approval. International College acknowledges that any substantive curriculum changes must receive prior approval by the BPPE pursuant to Cal. Education Code section 94893 and Section 94894. International College will not make any program changes in contravention of Cal. Education Code section 94898. Further, International College will abide by Education Code section 94927 in the event that the institution is considered in default of an enrollment agreement.

### **Language of Instruction**

Some courses offered at International College are conducted in both English and Spanish. For specific language of instruction for each program, please refer to the schedule of classes. International College has determined that if a prospective student has a HS diploma, GED or successfully passes an entrance exam in English, they may enroll in an English course. International College has also determined that if a prospective student has a HS diploma, GED or successfully passes an entrance exam in Spanish, they may enroll in a Spanish course. Passing an entrance exam or possessing a high school diploma or its equivalent is the documentation of proficiency that will be accepted.

### **Credit Transfer**

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

The transferability of credits you earn at International College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma(s) that you earn at this institution is not accepted at the institution to which you may seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending International College to determine if your diploma will transfer.

### **Transfer and Articulation Agreements**

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

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

### **Foreign Students**

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

### **Repeated Courses**

With a desire to strengthen knowledge and skills in a particular subject area or to improve upon prior course performance, graduates of a course at International College may seek to repeat a course they have graduated from previously. Upon administrative approval, International College will allow prior graduates

of a course at International College to repeat a course they have previously graduated from at International College. Students are limited to repeating a course one time. In order to repeat a course, the student must have graduated from the course previously. Please note, if permitted to repeat a course, the subsequent grade earned will not replace the initial grade.

## **FINANCIAL INFORMATION**

Students who wish to enroll in a program at International College are able to pay the total charges for the educational program directly to International College by check or money order, due in full at the time of enrollment. Upon request of a prospective student, International College may set-up a payment plan with a student at the Director's discretion.

### **Tuition Discounts**

Students that have obtained a diploma from one of International College's programs are eligible for a half off discount on tuition upon enrollment in a second International College program. This discount is solely on the tuition cost for the program and does not include the registration fee, STRF fee, materials, equipment or any other educational program charges. International College reserves the right to offer other tuition discounts at the Director's discretion.

### **Financial Aid/Vouchers**

Students who have been awarded a Supplemental Job Displacement Benefit Voucher ("SJDB voucher") and wish to utilize this benefit at International College must present it at the time of enrollment as proof of third-party payment. If enrolled as a student, International College may provide SJDB voucher students with complimentary assistance utilizing their voucher benefits - including seeking reimbursement for the miscellaneous \$500 expense, computer equipment reimbursement, and the \$5,000 Return-to-Work Supplement Program application. If SJDB voucher students have utilized a portion of their voucher benefits to retain the assistance of a return-to-work counselor to access the above-mentioned services, International College may provide such students with a \$600.00 tuition discount given the time and resources saved by International College staff. More information regarding the SJDB voucher can be found at <https://www.dir.ca.gov/dwc/sjdb.html>.

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. Any loan obtained to pay for an educational program is completely separate from International College and International College is not responsible for, liable to, or a guarantor of the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

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

### **Student Tuition Recovery Fund (STRF)**

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

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

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

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

The STRF rate for students signing enrollment agreement is \$0 per \$1,000 of tuition paid. A sample calculation is as follows: for tuition paid of \$1,499 or LESS, it is rounded down to \$1,000; and the assessment is \$.00. If the tuition paid is GREATER THAN \$1,500, the amount paid will be rounded up to \$2,000, hence, the STRF fee to be charged is \$0 (\$2,000 x .00).

**NOTE:** The STRF fee is non-refundable

Questions regarding the STRF maybe be directed to the Bureau for Private Postsecondary Education at P.O. BOX 980818, West Sacramento, CA 95798-0818. Phone: (916) 574-8900 or (888) 370-7589, press 6 when prompted. Email: STRF@dca.ca.gov

## **Cancellation and Withdrawal Policies**

### **Educational Programs Offered in Real Time**

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

If sent by mail, cancellation or withdrawal is effective on the date written notice is sent to International College. Written notice of cancellation or withdrawal sent by mail must be mailed to: 28456 Constellation Road, Valencia, California 91355. It is the student's responsibility to verify that International College has received written notice.

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

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

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

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

### **Asynchronous Educational Programs (Programs Not Offered in Real Time)**

Students have the right to cancel their enrollment agreement or withdraw from their program at International College. Cancellation or withdrawal is effective only by way of written notice received by International College from the student in person or by mail. If sent by mail, cancellation or withdrawal is effective on the date written notice is sent to International College. Written notice of cancellation or withdrawal sent by mail must be mailed to: 28456 Constellation Road, Valencia, California 91355. A cancellation notice must be signed, dated and indicate that you no longer desire to be bound by the enrollment agreement. It is the student's responsibility to verify that International College has received written notice.

International College shall pay or credit refunds within 45 days of a student's cancellation. Any refund owed will be sent to the original payer of the agreement. If a 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.

For educational programs where the instruction is not offered in real time ("Legal Aspects of Real Estate," "Real Estate Practice," "Real Estate Principles," and "Real Estate Salesperson Online Program"), International College shall transmit the first lesson and any related materials to any student within seven (7) days of enrollment. The first lesson is entitled "Unit 1: The Business of Real Estate" and is transmitted via the ProU.net platform. Student login information to the ProU.net platform and Google Drive will be provided to students via email within seven (7) days of enrollment.

The student shall have the right to cancel the agreement and receive a full refund pursuant to CCR section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. International College shall make the refund pursuant to CCR section 71750.

If International College sent the first lesson and materials before an effective cancellation notice was received, International College shall make a refund within 45 days after the student's return of the materials. "Return of the materials" is effectuated by a student no longer logging into the ProU.net and Google Drive platforms after an effective cancellation notice has been sent. If a student withdraws from the program after having been sent the first lesson and materials (but prior to requesting the remainder of the course materials), the refund policy for these students shall be a pro rata refund less application fees and nonrefundable charges outlined in the student enrollment agreement.

International College shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the educational program (either by personal payment or payment by a third-party); and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent. Upon the student accessing the first unit quiz for the Unit entitled "Unit 1: The Business of Real Estate," International College will send a verification email to the student in which they must respond "yes" that they would like the balance of the course materials provided to them.

If International College transmits the balance of the course materials as the student requests, International College shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquires, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

### **Refund Policy**

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

Unless otherwise noted, all refunds will be forwarded within 45 days from the date the school receives your cancellation notice. International College will forward you and/or any third-party payor any documents and/or agreements provided by you during your enrollment.

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

### Refund Policy Example

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

Total Course Cost: \$4,500

\$ 250.00      Non-refundable Registration Fee  
\$ 250.00    =    Non-Refundable fees owed to School

\$4,250.00      Tuition  
Divided by 256 hrs. Total amount of course hours  
Equals \$16.60      Charge to Student per hour  
Multiply by 100      100 hours attended before Written Notice of Withdrawal  
=\$1,660.00      Tuition for training hours provided owed to School  
  
=\$1,910.00      Total amount owed to School  
  
\$4,500      Total Course Cost  
-\$1,910.00      Total amount owed to School  
=\$2,590.00      Total Amount of Refund Owed to Student

If the student is eligible to pay the Student Tuition Recovery Fund fee, the total amount of \$4,500.00 is rounded to \$5,000.00 multiplied by .00, which equals to \$0, amount that will be added to the total amount due. This charge is collected at the time of registration, if applicable to the student, and it is a non-refundable charge. Therefore, the total amount owed to the school will be:

\$1,910.00      Total Amount Owed to School  
+\$ 0      Student Tuition Recovery Fund Fee  
=\$1,910.00      Total Charges  
  
\$4,500.00      Total course cost  
-\$1,910.00      Charges  
=\$2,590.00      Total Amount of Refund Owed to Original Payor

### Refund Policy Example for Programs Not Offered in Real Time

Real Estate Salesperson Online Program course refund example. This example is based on 4 lessons accessed before withdrawal:

\$2,000      Tuition  
Divided by 50 Lessons      Total Amount of Course Lessons  
Equals \$40      Charge to Student per Lesson  
Multiply by 4      4 Lessons Accessed before Written Notice of Withdrawal  
  
= \$ 160.00      Tuition Owed for Lessons Accessed Before Date of Withdrawal  
+\$ 250.00      Non Refundable Registration Fee  
=\$ 410.00      Total Amount Owed to School  
  
\$ 2,250.00      Total Charges for Entire Educational Program  
- \$ 410.00      Charges  
=\$ 1,840.00      Total Amount of Refund Owed to Original Payor

The above examples are guidelines to help the Student and the School determine the amount owed to the School and the amount of the refund returnable to the original payor, if applicable, under the terms and conditions provided in this agreement.

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

## **STUDENT CODE OF CONDUCT**

### **Online Course Conduct**

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

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

### **Anti-harassment Policy**

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

### **Non-discrimination and Diversity (Affirmative Action Policy)**

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

International College is committed to providing a work environment free of unlawful harassment, and will take all reasonable steps to prevent such from occurring. International College's non-discrimination and

diversity policy applies to everyone involved in the operation of the school and prohibits harassment by any student, school employee, including supervisors, co-workers, and any person conducting business with or for the school.

### **Probation Policy**

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

### **Grounds for Disciplinary Action**

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

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

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

## **STUDENT SERVICES**

### **Academic Assistance**

International College offers academic assistance based on staff availability and is subject to change without prior notice. Technical Support is available Monday-Friday between 8:30 am -5:30 pm.

For educational programs where the instruction is not offered in real time ("Legal Aspects of Real Estate," "Real Estate Practice," "Real Estate Principles," and "Real Estate Salesperson Online Program"), instructor feedback to responses to focus questions, case studies, and online field trip assignments will be provided to students no later than ten (10) days from the date of student submission.

### **Resume Workshops**

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

### **Job Classifications by Course**

Although International College does not guarantee job placement, students will learn marketable skills that can be applied to occupations in several job sectors. Additionally, students may be able to market learned skills through freelance opportunities and/or self-employment.

| <b>Course</b>  | <b>Job Classifications</b>  |
|--|---|
| Cake Decoration (2) (English)                                      | 51-3011 Bakers; 35-1011 Chefs and Head Cooks; 35-2021 Food Preparation Workers; 35-9099 Food Preparation and Serving Related Workers, All Other; 51-9198 Helpers-Production Workers; 51-9199 Production Workers, All Other                  |
| Cake Decoration (2) (Spanish)                                      | 51-3011 Bakers; 35-1011 Chefs and Head Cooks; 35-2021 Food Preparation Workers; 35-9099 Food Preparation and Serving Related Workers, All Other; 51-9198 Helpers-Production Workers; 51-9199 Production Workers, All Other                  |
| Computer Operations and Applications Live Online Program (English) | 15-1232 Computer User Support Specialists, 15-1299 Computer Occupations, All Other, 43-4051 Customer Service Representatives, 43-4071 File Clerks, 43-4171 Receptionists and Information Clerks, 43-4199 Information and Record Clerks, All |

|   |  |
|---|--|
|   | Other, 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 43-9021 Data Entry Keyers, 43-9022 Word Processors and Typists, 43-9031 Desktop Publishers, 43-9061 Office Clerks, General, 43-9199 Office and Administrative Support Workers, All Other   |
| Computer Operations and Applications Live Online Program (Spanish)  | 15-1232 Computer User Support Specialists, 15-1299 Computer Occupations, All Other, 43-4051 Customer Service Representatives, 43-4071 File Clerks, 43-4171 Receptionists and Information Clerks, 43-4199 Information and Record Clerks, All Other, 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive, 43-9021 Data Entry Keyers, 43-9022 Word Processors and Typists, 43-9031 Desktop Publishers, 43-9061 Office Clerks, General, 43-9199 Office and Administrative Support Workers, All Other |
| Floral Design (2) (English)   | 27-1023 Floral Designers, 27-1012 Craft Artists, 27-1019 Artists and Related Workers, All Other, 27-1029 Designers, All Other, 13-1120 Meeting, Convention, and Event Planners, 13-1190 Miscellaneous Business Operations Specialists  |
| Floral Design (2) (Spanish)   | 27-1023 Floral Designers, 27-1012 Craft Artists, 27-1019 Artists and Related Workers, All Other, 27-1029 Designers, All Other, 13-1120 Meeting, Convention, and Event Planners, 13-1190 Miscellaneous Business Operations Specialists  |
| Graphic Design (Windows) (English/Spanish)                          | 27-1024 Graphic Designers, 27-1011 Art Directors, 27-1019 Artists and Related Workers, All Other, 11-2021 Marketing Managers, 11-2011 Advertising and Promotions Managers, 43-9031 Desktop Publishers  |
| IT Support Technician Program Live Online (English)                 | 15-1211 Computer Systems Analysts, 15-1212 Information Security Analysts, 15-1231 Computer Network Support Specialists, 15-1232 Computer User Support Specialists, 15-1244 Network and Computer Systems Administrators   |
| Legal Aspects of Real Estate (Asynchronous)                         | 41-9022 Real Estate Sales Agent, 41-9021, Real Estate Brokers  |
| Legal Secretary Program Live Online                                 | 23-2011 Paralegals and Legal Assistants, 23-2099 Legal Support Workers, All Other, 43-4051 Customer Service Representative, 43-6012 Legal Secretaries and Administrative Assistants, 43-9061 Office Clerks, General, 43-9199 Office and Administrative Support Workers, All Other  |
| Medical Billing and Coding Essentials Live Online Program (English) | 43-3021 Billing and Posting Clerks, 43-3011 Bill and Account Collectors  |
| Professional Makeup Artistry Program Live Online (Spanish)          | 39-5091 Makeup Artists, Theatrical and Performance, 39-9099 Personal Care and Service Workers, All Others  |
| Real Estate Practice (Asynchronous)                                 | 41-9022 Real Estate Sales Agent, 41-9021, Real Estate Brokers  |
| Real Estate Principles (Asynchronous)                               | 41-9022 Real Estate Sales Agent, 41-9021, Real Estate Brokers  |
| Real Estate Salesperson Online Program (Asynchronous)               | 41-9022 Real Estate Sales Agent, 41-9021, Real Estate Brokers  |
| Small Business Bookkeeping Online                                   | 13-2011 Accountants and Auditors, 13-2099 Financial Specialists, All Other, 13-2031 Budget Analysts, 13-2052 Personal Financial Advisors, 43-3021 Billing and Posting Clerks, 43-3031 Bookkeeping, Accounting, and Auditing Clerks, 43-3051  |

|   |  |
|---|--|
|   | Payroll and Timekeeping Clerks, 43-3099 Financial Clerks, All Other, 43-4199 Information and Record Clerks, All Other  |
| Small Business Development and Management Program Live Online (Spanish) | 11-1010 Chief Executives, 11-1021 General and Operations Managers, 11-2011 Advertising and Promotions Managers, 11-2021 Marketing Managers, 11-2022 Sales Managers, 11-3000 Operations Specialties Managers, 11-9000 Other Management Occupations, 13-0000 Business Financial Operations Occupations |

### **Learning Resources**

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

### **Students with Disabilities**

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

### **Housing Assistance**

International College does not have dormitory facilities available to students. The school does not provide assistance to students in finding housing. However, our school is located near a residential area, which may allow a student to easily find housing if desired. Apartments near our school may be leased or rented at prices ranging from \$1,500 to \$2,200 for a one-bedroom unit. The student is solely responsible for their own housing arrangements, as well as their security and safety. However, given that all of International College's programs are offered online, student relocation is not required and/or recommended.

### **School Facilities**

International College's headquarters is located at 28456 Constellation Road, Valencia, California 91355.

| School Teaching Facilities by Course  |          |                                     |
|---------------------------------------|----------|-------------------------------------|
| Course                                | Location | Equipment and/or materials used     |
| Cake Decoration (2) (English)         | Online   | Computers, Software, Hardware, Oven |
| Cake Decoration (2) (Spanish)         | Online   | Computers, Software, Hardware, Oven |
| Computer Applications Online          | Online   | Computers, Software, Hardware       |
| Floral Design (2) (English)           | Online   | Computers, Software, Hardware       |
| Floral Design (2) (Spanish)           | Online   | Computers, Software, Hardware       |
| Graphic Design Online                 | Online   | Computers, Software, Hardware       |
| IT Support Technician Program         | Online   | Computers, Software, Hardware       |
| Legal Aspects of Real Estate          | Online   | Computers, Software, Hardware       |
| Legal Secretary Program Live Online   | Online   | Computers, Software, Hardware       |
| Medical Billing and Coding Essentials | Online   | Computers, Software, Hardware       |
| Professional Makeup Artistry          | Online   | Computers, Software, Hardware       |
| Real Estate Practice                  | Online   | Computers, Software, Hardware       |
| Real Estate Principles                | Online   | Computers, Software, Hardware       |
| Real Estate Salesperson               | Online   | Computers, Software, Hardware       |
| Small Business Bookkeeping Program    | Online   | Computers, Software, Hardware       |
| Small Business Development            | Online   | Computers, Software, Hardware       |

## **Rental Computers**

Rental computers may be available upon request and rental charges may vary depending on the course enrolled and the required software necessary for course participation. If a rental computer is provided to a student, a separate contract may be required. Inquiries regarding rental computers should be directed to the Student Services Department.

## **Student Complaint and Grievance Procedure**

### **“SPECIAL NOTICE ABOUT THE PURPOSE OF THE CATALOG, ITS PROVISIONS AND LIMITATIONS”**

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

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

## **Resolution of Disputes**

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

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

- If you have a problem or issue with another student during a class session and this matter cannot be resolved amongst yourselves, inform your instructor or another staff member, rather than discussing it with others.
- If you have a problem or issue with one of our staff members, you may address it by writing to the school’s Director, or request a meeting to speak with the Director regarding the matter.

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

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

## **Retention of Student Records**

International College keeps students' records for no less than 5 years at its main location, 28456 Constellation Road, Valencia, California 91355.

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

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

## **HEALTH AND SAFETY CONSIDERATIONS**

### **Substance Abuse Policy**

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

### **Limitation of Liability**

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

### **Safety**

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

### **Housekeeping**

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

### **Workplace Security Policy**

International College is committed to maintaining a safe and secure learning place. In order to maintain a secure learning environment, the school strictly prohibits students, employees and visitors from bringing any firearms on school property. Students must be aware of persons loitering for no apparent reason in and around school premises such as, but not limited to: parking areas, walkways, entrances, exits and service areas. Students should report any suspicious activities to a staff member. Secure your belongings when called away from your study area for an extended length of time or at the end of the school day. Do not leave valuable or personal articles in or around your study area. As a security measure, visitors other than current students are not permitted to enter the non-public areas of International College premises without approval from a school official. This policy applies during school hours and non-school hours. All authorized visitors must sign in at the reception desk and be accompanied by a staff member at all times.