Silicon Drafting Institute

School Catalog

Jan 01, 2025 to Dec 31, 2025

Course Title: I.C. Mask Layout (CAD) Design

[A CERTIFICATE program]

Website : www.silicondrafting.com

Email : iclayout@silicondrafting.com

Phone : (408) 828-2323

Physical Address : 1879 Lundy Ave., Suite 189
San Jose, CA 95131
(Location where classes are conducted)

Silicon Drafting Institute is a private Institution and is licensed and approved by the Bureau for Private Postsecondary Education (BPPE) in the State of California. Approval means we have met certain minimum standards imposed by the state for licensed schools on the basis of our written application to the state.

Our Institute's school Code is : 4305771
and the license number is : 19183

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1. Course Mission, Purpose, Objective, English Language Proficiency Requirements and Admission Policies

There has been a great demand for the IC (Integrated Circuit) layout and CAD (Computer Aided Design) designers in the high-tech industry.

Mission

Silicon Drafting Institute (SDI) prepares students for academic, personal, and professional success through our quality career-focused program that develops skills to last a lifetime.

Purpose

The purpose of our training program is to guide students step-by-step from the basics in layout and CAD to the advanced skills and know-how to handle this professional job effectively.

Educational Objective

We prepare our students for academic and professional success through quality career-focused program that develops skills to last a lifetime. We are committed to creating an environment of excellence in teaching, learning and in fostering your success.

Our graduates will be able to create detailed IC layouts with multi-level masking steps specific to any company's standard. Job title upon graduation include IC mask designer, IC layout designer or CAD Layout designer.

To obtain a position as a CAD Layout designer, our graduates will apply the jobs directly in various Semiconductor companies **without** the need for any licensure in any States.

English Language proficiency requirements

Our Institute **does not** offer any English as a second language training or services. English is the only language used to conduct the instructions.

Student's level of English proficiency required has to reach the level of high school or equivalents (as described below "Admission Policies").

Admission Policies

All prospective students need to be able to speak, read and write simple English.

No entrance test is required for any prospective students.

2. Clock hours and credits of instruction

IC 100 Introduction to CMOS IC layout (2 months): basic theories, concepts, layouts and tools.

140 Lecture Hours & approx. 140 Lab Hours (35 total hrs/week)

. Basic and complex logics conversion techniques.

. Stick diagrams and Standard cell layouts, Design rules.

. Finger and bend gate layout techniques.

. Transistor Width/Length, Strength and current Ids.

. Concepts of PN junctions, Taps, Guard Rings and Bulk connections.

. Units of measurements: nm, µm, Å and mil.

. Cadence Virtuoso Layout editor (VLE).

. Stream-Out & Stream-In in VLE.

. Cadence Assura DRC Verification & Extraction software.

No textbooks are required to purchase for this training. Our Institution will provide all the lecture materials for students with no extra charges.

After the completion of this IC 100 level, there will be a TEST to measure the students' academic achievement.

The sequence of the class sessions : IC 100, IC200 and followed by IC300. There will be no breaks between the sessions except holidays.

The frequency of the class lessons : There will be about 35-hr Lectures and labs per week.

The instructional methods : Both on-site lecture videos and live-person Instructions.

IC 200 Intermediate level BiCMOS IC layout (3 months):
Custom block layouts & planning, IC Manufacturing.

210 Lecture Hours & approx. 210 Lab Hours
(35 total hrs/week)

. Full custom layouts of various digital circuit blocks.
. Cell/Block planning techniques.
. Logic functions, Truth table, Boolean equations & Timing diagrams.
. Sequential Logics and IC Design Flow.
. CMOS fabrication procedures, and sequence of integrated circuit layer processing. Device cross-sectional views.
. Resistance, Capacitance theories & calculations, and layouts of various resistors and capacitors.
. Parasitic R & C in layout and related issues.
. High speed layout techniques.
. Concepts of Balanced Clock tree routing, Clock delay, and Clock skew reduction.

. Antenna issue and various solutions.
. Reverse Engineering techniques.

. Cadence Assura LVS Verification & Extraction software.
. Cadence Assura Soft-Connection Check software.
. Cadence PCELL utility software.

After the completion of this IC 200 level, there will be a TEST to measure the students' academic achievement.

IC 300 Advanced BiCMOS mixed-Signal IC layout (3 months): Chip-floor planning and Cadence Place & Route tools.

210 Lecture Hours & 210 Lab Hours
(35 total hrs/week)

. Full custom layouts of various Analog and Mixed-signal blocks.
. Advanced Analog layout techniques: Device matching techniques
. Various noise reduction techniques: Ground bounce, Cross-talk and Substrate noises.
. Theory on Inductance and layouts of various inductors in RF circuits.
. ESD and peripheral device (I/O cell) layouts.
. Latch-up theory and its prevention.
. SPICE netlist fundamentals.
. Theories on IC power consumption, IC packaging and bonding techniques.
. Chip floor-planning, power rail bussing techniques.
. Bus slotting technique and Electro-migration issue and the solutions.
. Bipolar Junction transistor fundamentals and layouts of various NPN, PNP and Diodes in BiCMOS technology.
. Final chip layout of a mixed-signal transceiver project.

. Cadence Virtuoso XL layout editor (VXL).
. Cadence Virtuoso schematic composer.
. Cadence Dracula DRC/LVS physical design verification software.
. Cadence Chip Assembly Router (CCAR).

After the completion of this IC 300 level, there will be a TEST to measure the students' academic achievement.

3. Job placement services

Analysts predict a typical 25% annual grow in the Semiconductor industry. Thanks to the huge demand for multimedia, business & personal computers as well as the broad proliferation of mobile electronic devices and the fast growing EV sector of electronics.

Upon successful completion of this course, the layout(CAD) design graduates will possess the knowledge and skills necessary to work effectively in an entry level position as a junior layout(CAD) designer.

The graduate will be able to create detailed IC layouts with multi-level masking steps specific to any company's standard. The job titles upon graduation include IC mask designer and CAD layout designer. The Standard Occupational Classification Code (SOC) for this profession is **17-3013.**

Note: Silicon Drafting Institute does not offer English as a second Language instruction.

Silicon Drafting Institute offers job placement assistance services. The following are the services provided for our graduates to assist them to find their first job in this field:

1. To help students prepare resumes.
2. To provide them with sample job interview questions for practices.
3. To send student resumes to potential hiring companies.
4. To invite hiring mangers to do on-campus job interviews.

Silicon Drafting is **NOT** authorized to issue F-1 visa, and therefore our institution can not accept foreign students.

4. Faculty

Woo-ping Lai CEO/CAO/Principal Instructor

Qualifications:
- Sr. CAD/Layout/Circuit Designer BS/MS EE.
- 42 years working in the Semiconductor Industry.
- Sr. design manager at: NSC, LSI logic, Cirrus Logic
- CAD Director at Seeq technology and Catalyst Semi.

Huei Lin School Administrator/COO/Lab Instructor

Qualifications:
- Sr. Layout Designer, BS Industrial Eng.
- 38 years working in the Semiconductor Industry.
- Sr. layout designer/manager at: NSC, LSI logic, Linear tech. Cirrus Logic, Applied Micro…

Michele Wu Lab Instructor, Agent for Server of Process.

Qualifications:
- BA Economics, IC Layout CERT from SDI.
- 10 years working as the Lab Instructor.

Jack T. Lai Instructor, School Administrator

Qualifications:
- BS Finance, IC Layout CERT from SDI.
- 12 years working in the Semiconductor Industry.
- Sr. layout engineer at: Apple, SanDisk.

Stan Reyes CAD & System Adm., Instructor

Qualifications:
- BS EE.
- 20 years working in the computer/mechanical system designs.
- Currently working as a design engineer at ChargePoint.

5. Attendance, Leave-of-absence and Dropout policies

Attendance

Good attendance is extremely important for academic progress. Good attendance also helps in your search for a professional position after graduation. Each day a student attends school is a positive movement toward acquiring the skills to complete successfully in the job market. It is a choice made daily, and each student is responsible for making this choice. Lack of successful academic progress due to absences and/or tardiness will result in termination. Warnings will be issued to the student if the student has three consecutive days of absence, and ten consecutive days of absence will result in a student's being terminated. Permission for re-admission must be given by the school director. In many cases, the student will be unable to reenter classes immediately and will have to wait for the next available start date. The student will then have to repeat the classes from which he/she dropped.

To maintain satisfactory student attendance, no more than twenty percent (20%) absences will be allowed in the course, at which time the student will be required to repeat the course, unless there are medical circumstances approved by your doctor and our school director. Students are encouraged to telephone the school in advance if he/she anticipates being absent or late. Failure to do so will result in the lowering of your grade.

Leave of Absence (Personal-Time-Off)

A student may request, in writing, a Personal-Time-Off (PTO) from school for a period not to exceed 14 days.

A PTO may be granted if the student is having attendance difficulties due to urgent matters to take care of. PTO request needs to be made in advance of the anticipated Leave of absence.

A student may request, in writing, a PTO from school for a period of more than 14 days if the student has a medical condition where a physician recommends such a leave.

Students who do take a medical leave of absence cannot be guaranteed a specific date of graduation.

Dropout

If a student finds it necessary to withdraw from school, it is the student's responsibility to immediately notify the school in writing.

Students who discontinue their training for any reason are required to have an exit interview with the director before any formal processing of a request for leave or discontinuation may be granted. This interview will be done in person, or in case of the absence of the withdrawing student, by certified mail, by a formal phone conversation or through ZOOM.

6. Grading policies, Withdrawals, Rules of Operation & Conduct and the Requirements for completion

Grading Policies

The Silicon Drafting Institute adheres to a letter grade system. The 4-point grading system is used in determining the student's cumulative grade point average.

Grading scale

Grade Point	Letter Grade	Percentage
4.0	A+	96% - 100%
3.6	A	91% - 95%
3.3	A-	86% - 90%
3.0	B+	81% - 85%
2.6	B	76% - 80%
2.3	B-	71% - 75%
2.0	C+	66% - 70%
1.6	C	61% - 65%
1.3	C-	56% - 60%
1.0	D+	51% - 55%
0.6	D	46% - 50%
0.3	D-	41% - 45%
0.0	F	Below 41%

At the school director's discretion, **a student may be suspended for not being able to maintain a "C" average** or better and/or does not indicate the desire or continued ability to learn. Re-admission will be allowed upon satisfactory evidence of the capability to meet the standards of the school.

It is the responsibility of students to understand the grading criteria for the training. Instructors will use all of the following criteria when determining a student's grades:

. The scores from all their paper and computer labs.

. The scores from all three tests.

Incompletes, Withdrawals

When a student withdraws from a course or receives an Incomplete (I), he/she could retake the training at a later time. But they are required to start from the beginning.

The school may offer them some discount for the repeated month(s). See "Repetitions" below.

Repetitions

When a student needs to repeat (re-join) the course for any reason, the school will treat the student as any other new student. He/she is required to fill out enrollment forms, pay the registration and STRF fees, ... etc. The only difference is that the school may offer them some discount for the month(s) that they already went through during their last enrollment.

Rules of operation and Conduct

All students coming to the class should participate in class activities only (learning).

a. Do not disturb other student's learning.

b. *No student's guests in the classroom.* Any sit-in guest must be approved in advance by the instructor.

c. Do not bring or install any other hardware or software into any school computer systems.

d. No computer games are allowed in the classrooms.

e. The school is *not* responsible for any damages or lost of personal items in the classrooms, or in the vehicles parked in any parking lot or on any street.

f. The Lundy Professional Center is a smoke free building.

g. The school will be open for students during these hours:

Mon --> Friday	**10:00am**	**to**	**10:00pm**
Sat & Sun	**2:00pm**	**to**	**10:00pm**

The students may come to the school to use the lab equipments to do the homework and/or to watch the lecture videos if necessary. But all students must leave the school before 10:00pm.

Rules of probation and Dismissal

Silicon Drafting trains students for professional careers. Our students are expected to conduct themselves at school as they would do on the job.

The School reserves the right to dismiss or to place a student in probation at any time for any of the following reasons:

a. Excessive absences or tardiness.

b. Failure to maintain satisfactory academic progress.

c. Cheating or copying other student's homework.

d. Conduct that reflects poorly on the school or on other students.

e. Inability to meet financial obligations.

f. Possession of drugs and/or alcohol on school premises.

g. Possession of weapons on school premises.

h. Nonconforming with the rules and regulations of the school.

i. Falsifying school records.

j. Breach of school enrollment agreement.

k. Entering the school class while under the influence or effects of alcohol, drugs or narcotics of any kind.

l. Disorderly conduct which interferes with the learning process of any other student, the classroom presentation by the instructor, or the progress of the class in general.

m. Instigation and/or participation in rebellious activities against the school and/or its students.

n. Solicitation which reflects unfavorably upon school or its students.

o. Profanity spoken on school premises.

p. Vandalism of school property.

By signing the "Student Enrollment Agreement" indicates your acceptance of these "Rules of operation and conduct" and "Rules of Probation and Dismissal"

7. Schedule of tuition fee and other charges

Current Schedule of Charges

Description of charges	Amount	Time paid
Registration fee:	$ 50	At enrollment time
STRF(Charged by the State of CA)	$ 0	
(These $50 are Non-refundable)		
Tuition payment #1:	$ 2,000	1st month of training.
Tuition payment #2:	$ 2,000	2nd month of training.
Tuition payment #3:	$ 2,000	3rd month of training.
Tuition payment #4:	$ 2,000	4th month of training.

8. The total cost of tuition over the entire training period

= $8,050 (All reading materials, such as lecture notes, computer and software uses will be provided without extra charges).

All students have the right to withdraw from the class and obtain prorated refund. Read:

"Cancellation and refund policies",
"Notice of student Rights", and
"Notice of cancellation" for more details.

9. The cancellation and refund policies and rights

Cancellation policy

1). Any student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment.

2). The notice of cancellation/withdrawal could be either hand-delivered to our school official, emailed or mailed to:

1879 Lundy Ave., Suite 189, San Jose, CA 95131

3). The institution will refund 100 percent 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.

Tuition refund policies and rights

1). The institution shall pay or credit refunds due on a reasonable or timely basis, not to exceed 10 days following the date upon which the student's withdrawal has been determined.

Credit refunds could be an option for students who will be absent for a short period of time but plan to rejoin the training in the near future. In this case, SDI could keep the student's refund as tuition credits towards future payment.

2). The institution will refund the amount of tuition paid based on the refund equation on page 19 when the withdrawal takes place after the cancellation period.

Refund Calculation

Refund = (Total Charges Paid – Total Nonrefundable Charges) – [((Total Charges – Total Nonrefundable Charges)/Number of Days or Hours in Program) x Number of Days Student Was Scheduled to Attend]

For Example:

$$\text{Refund} = (\$2{,}050 - \$50) - \left\{ \left[\frac{(\$2{,}050 - \$50)}{30 \text{ days}} \right] \times 10 \text{ days} \right\} = \$1{,}333.4 \text{ refund to you}$$

$2,050 = the total tuition fee + Reg. fee	30 days = Total # of days per month	$66.66 = Cost per day
$50 = the total nonrefundable fee (Reg. fee)	10 days = # of days student attended	

Withdrawal policy

A student has the right to withdraw from the course at any time. The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school's refund policy will be applied. Refer to the refund table above and the refund equation below for more details.

10. Financial aid program

Our Institution offers only one and only one non-degree program. This program is approved by the Bureau for Private Postsecondary Education (BPPE) in the State of California; however it is not accredited by any other accrediting agency recognized by the United States Department of Education; therefore a student enrolled in an unaccredited institution is not eligible for federal aid programs.

For this reason, our Institution currently is **NOT** participating in any State or Federal financial aid programs.

If the student obtains a loan to pay for our program, the student will have the responsibility to repay the full amount of the loan plus interests, less the amount of any refund.

If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both the following may occur:

1). The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and

2). The student may not be eligible for any other government financial assistance at another institute until the loan is repaid.

11. Student complaint procedures

The Institution has designated Huei Lin to receive and resolve student complaints. She shall:

1). Be publicly identified in a manner designed to provide students with reasonable notice.

2). Be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the institution.

The designated person shall have the authority and duty to do all of the following:

a. Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint.

b. Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.

c. Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints.

d. If the complaint is valid, involving a violation of laws, and is not resolved within 30 days after it was first made by the students, notify the Bureau, and law enforcement authorities of the complaint, investigation, and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent that person's privilege under Section 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.

e). If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.

f). Implement reasonable policies or procedures to avoid similar complaints in the future.

g). Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admission personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.

g.1 If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.

g.2 If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the institute is required to give reason(s) for the rejection.

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void. The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

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

12. Facts concerning the institution and the course

1). Silicon drafting Institute is a privately owned Institution and was established in Sept, **1995** in the heart of Silicon Valley.

2). The Institution is founded by high-tech professionals in the area of Integrated Circuit layout and CAD design.

3). The Institution will NOT compensate an employee involved in recruitment, enrollment, admissions, student attendance, or sales of educational materials to students on the basis of a commission, commission draw, bonus, quota, or other similar method related to the recruitment, enrollment, admission, student attendance, or sales of educational materials to students.

4). The course materials are well tailored to meet the industrial need.

5). Advanced CAD tools and software are used to ease the layout and design processes. We have 30 workstations all loaded with industrial most popular Cadence software and Linux operating system. All students will have easy access to all the software tools during the training. Our institute is also a member of the "Cadence North American University Software Program". Go to our course outlines to get the detailed list of the software packages you expect to learn during the training.

7). Our facility has two main areas. The lecture areas which can sit 20+ people comfortably, and this area is equipped two large white-boards and with an over-head projector & a video projector. The 2nd area is the computer lab area. This area can also accommodate 20 students, and equipped with 20 workstations all loaded with software. On an average, less than 10 students will use the lab at any given time. This is because our lab opens long hours and they come at different times.

In addition, there are two more areas (rooms) for students to use at all times during the school business hours. One is the video room where students could watch the recorded lecture videos, should they need to review the lectures again. And in cases that, due to some unforeseen circumstances, students could not come for certain lecture sessions, they could watch the missed lectures on the school's video computers.
Silicon Drafting Institute only offers ONE course; therefore our school is relatively small and there is no need to have a formal library.

However, we have a reading room (serving as a small library area) where the school put some additional reading materials, such as books, technical papers and magazines for students to read.

All students can access the library area at any time during the school's business: M-F 10:00am to 10:00pm and S-S 2:00pm to 10:00pm. On the check in/out log book, they just need to write down the check-out items and they have one week to keep the check-out material(s) before retuning to the school.

Most of the class materials, hundreds for pages, are given to students during the lectures.

13. School notices

1). Silicon Drafting Institute is a private institution and that it is licensed to operate by the Bureau.

2). Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institute may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd., Ste 225, Sacramento, CA 95834 OR
P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone and Fax #'s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

3). 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.

4). Silicon Drafting Institute's approval school code is:
4305771

5). Silicon Drafting does **not** have any pending petition in bankruptcy, or is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

6). Silicon Drafting does **not** offer any distance educational services.

7). Silicon Drafting Institute is a relatively small school offering only ONE course. We neither maintain any dormitories nor offer any assistance or services in housing.

The availability of apartments is plentiful within 3 miles from the school. The average rent for one room apartment is about $2,500 per month and the average rent for one room in a shared house is about $800 per month.

8). Silicon Drafting will keep students information in digital form (paperless). Information, such as student's personal data, grades, transcripts, .. etc are stored in more than one location and retrievable at any time upon request. All these information will be maintained permanently.

9). 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.

More details on STRF in the Appendix (page 30).

14. Notice concerning Transferability of Credits and Credentials earned at this Institution

The transferability of the credits you earn at Silicon Drafting Institute (SDI) is at the complete discretion of the institution to which you may seek to transfer.

Acceptance of the credits you earn in our "IC Mask Layout (CAD) Design" program is also at the complete discretion of the institution to which you may seek to transfer.

If the credits that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting the institution to which you may seek to transfer after attending SDI to determine if your credits will transfer.

Silicon Drafting Institute has not entered into an articulation or transfer agreement with any other college or university.

15. *Policies and Procedures for experiential learning*

No entrance test is required for any prospective students as long as the students start from the first day of the course, and they possess at least a high school diploma, GED or equivalent, or passing one of the Ability-To-Benefit tests (See page 4 of 33 for more details) approved by the Bureau (BPPE). All students are required to provide a copy of their diploma, certificate or equivalent to SDI's admission officer as part of the student's permanent records.

SDI neither accepts credits earned at other institutions nor awards credits for prior experiential learning.

STRF continued from page 27(9)

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

STRF continued from page 27(9)

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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
However, no claim can be paid to any student without a social security number or a taxpayer identification number.