

The logo for Performance Training Institute features the words "Performance" and "Training Institute" in a bold, red, sans-serif font. The text is overlaid on a grey graphic consisting of a curved line that starts from the left, loops under the text, and ends on the right, with a solid grey circle positioned above the top of the word "Performance".

Performance Training Institute

Catalog

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LOCATION

Performance Training Institute

**1012 Cox Cro Road
Toms River, New Jersey 08755
(732) 505-9119
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www.ptitraining.edu**

Online Division – Administrative Offices

**10245 East Via Linda
Scottsdale, AZ 85258
(480) 451-1513
(480) 451-1587 Fax
www.ptitraining.edu**

Corporate Office

**Performance Training Institute is a Delaware L.L.C., Owned By
Barth Educational Group
Beverly Hills, CA 90210**

The school facility consists of a 3,000 square foot school with a simulated office environment. The school is located on a major highway near the Garden State Parkway and Ocean County Seat. PTI offers a comfortable, relaxed and intimate environment for learning, insuring student accessibility to instructors and administrators. Parking is ample and convenient.

Computer training classrooms feature a combined lab/lecture atmosphere and are furnished with up-to-date computers that are networked and connected to the Internet.

Performance Training Institute is approved as a private career school through the New Jersey State Departments of Education and Labor and Workforce Development. The School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.



STATEMENT OF MISSION

In order to succeed in today's competitive business world, individuals need to be career qualified. Performance Training's mission is directed toward assisting our students to achieve their career goals.

- ❑ To facilitate students in setting academic, personal, and professional goals.
- ❑ To provide an atmosphere that encourages professional preparation and growth.
- ❑ To provide an environment that maximizes learning through interaction between students and faculty.
- ❑ To address the student, whenever possible, as an individual and provide a nurturing supportive atmosphere that fosters self-esteem.
- ❑ To provide well-planned placement assistance for the students during job-search.
- ❑ To provide quality business education that prepares the student for employment within today's office environment.

PHILOSOPHY

Performance Training Institute (PTI) specializes in programs that prepare you for a more meaningful role in the business world.

We are in the business of providing quality education, but we are also in the business of caring about you as a person. We know that your career and your future will require more than mental gymnastics with textbooks...more than the proficiency gained with word processing...more than computer technology.

We believe a business education, as all education, should strive for the development of the whole personality and should take place in an atmosphere that permits you to grow and continue your search for your own identity in the career of your choice.

We believe a business school for students who seek personal fulfillment and professional attainment should offer a climate in which you can discover your needs and decide to meet them. This is what learning is all about. This is what Performance Training Institute is all about.

HISTORY

Performance Training Institute (PTI) was founded and incorporated in 1986. The School offers two (2) certificate programs and one (1) diploma program at its New Jersey campus and one (1) diploma program online taught using a network environment incorporating the most recent software.

In 2001, PTI was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and, in 2004, was listed with the Department of Education as an eligible institution for providing financial assistance through the Federal Financial Aid Programs.

PTI has been named as a testing site for the National Healthcareer Association Exams: Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Billing and Coding Specialist (CBCS), as well as a testing site for the Microsoft Office Specialist (MOS) Certification. PTI's coding curriculum is approved by the American Academy of Professional Coders.

In October of 2007, PTI was recognized for our commitment to high standards of quality and dedication to career education by the Accrediting Commission of Career Schools and Colleges and awarded a certificate as a School of Distinction.

In August of 2009, PTI began offering online programs. The Online administrative offices are located in Scottsdale, AZ. Currently, PTI offers the Medical Office and Administrative Specialist with Billing and Coding Diploma program to students throughout the country.

In September of 2010, PTI's ownership changed to RSTM, LLC. RSTM continues to provide the quality education and student service that has been PTI's tradition. As the School continues to record its history in the years ahead, these aims will have a significant impact:

- To stay current with business equipment and training.
- To employ experienced and qualified personnel.
- To accept motivated and committed students with "honor-roll attitudes."
- To offer an effective course curriculum and use motivational classroom techniques.
- To concentrate on a comprehensive job placement assistance program benefiting our graduates and the business community.

Our history is being "written" by our graduates; our standards of excellence are expressed in their performance.

ADMISSION REQUIREMENTS AND PROCEDURES

Performance Training Institute awards certificates and diplomas in Health Care and Business-related programs. The school does not award degrees. Performance Training Institute has an open year-round enrollment with new courses beginning every five weeks. Students should complete the enrollment process one week before the beginning of the start date.

GROUND CAMPUS NEW JERSEY

Applicants for admission to the ground programs must be beyond the age of compulsory attendance and must possess a high school diploma or the equivalent (GED). Performance Training Institute does not enroll Ability-to-Benefit (ATB) students.

To apply for admission, applicants should contact an admissions representative at the School to schedule an appointment for a personal interview, a tour of the School facilities, and to complete the admission application. Applicants for the ground programs will also be required to take the Wonderlic Scholastic Level Exam - Quick Test (SME - Q) online, and must score in the "Pursue" range, as defined by Wonderlic. Applicants must provide a copy of a high school transcript, or a copy of their GED certificate, if applicable, by the end of their second course set.

After the enrollment process has been completed, the applicant will be directed to a PTI financial aid officer to determine his or her need and eligibility for financial aid. The financial aid officer will help the applicant fill out the required financial aid documents and assist the applicant in creating a repayment plan and schedule, as required. The applications will be reviewed and applicants notified in writing whether they have been accepted into PTI.

ONLINE PROGRAM

Applicants for admission to the online program must possess a high school diploma or its equivalent (GED), Internet access (or the ability to obtain access) and email. Applicants for the online programs will also be required to take the Wonderlic Scholastic Level Exam - Quick Test (SME - Q) online, and must score in the "Pursue" range, as defined by Wonderlic. Students accepted into the online program will be required to have official high school transcripts or GED results on file by the end of their second course set.

Applicants for admission to the online program will be interviewed over the phone by an admissions representative to determine the applicant's vocational objectives, motivation, determination and attitude towards completing the

training and entering full-time employment. The admissions representative will review with the applicant all of the pertinent information regarding the online programs and procedures, including course data sheets, a PTI catalog, a pricing sheet, enrollment agreement, and other miscellaneous forms, all of which will be available to students online or in hard copy form. Careful steps are taken to ensure that applicants fully understand their rights, responsibilities and obligations to the school, as well as the school's responsibilities to them.

After the applicant has taken and passed the Wonderlic exam (SME - Q) he or she will be directed to complete an online enrollment agreement and then sign it with an electronic signature and unique identifiers and return the required admissions documents necessary for enrollment. The applicant will have an interview with a PTI financial aid specialist to determine his or her need and eligibility for financial aid. The financial aid specialist will provide information so that the applicant can fill out the required financial aid documents, and assist the applicant in creating a repayment plan and schedule, as required. When it is determined that the applicant possesses the traits, qualities and means to enter and successfully complete the training program, the enrollment agreement will be completed by school officials and the applicant will be officially enrolled as a student.

TRANSFER CREDIT

Students may transfer credit for up to 25% of their total program credit hours. Transcripts will be evaluated according to the following criteria:

- Credits must be from accredited colleges or universities.
- Student must have earned a grade of C or above in the course.
- Course credit hours must meet the course credit hours of the PTI course. Relevant and related coursework may be combined to meet this requirement.
- Core course work must be no older than 10 yrs.
- Information Technology course work must be no older than 5 yrs.
- General Education course work does not have a time limit.

Students must provide Performance Training Institute with *Official* transcripts before the end of the student's first Course set at PTI for consideration. *Unofficial* transcripts as well as transcripts *Issued to Student* will not be accepted. The PTI Registrar will accept unofficial transcripts to complete an initial evaluation; however, no credit will be awarded until the Registrar receives the official transcripts. Transcripts may be deferred to the appropriate instructional department for further assessment and a credit/no-credit determination.

Additionally, Performance Training Institute will consider credits earned through APP, CLEP or DAN TES examinations.

Transfer credit will be credited to the student's account at the current cost per academic credit hour at the time of enrollment. This figure is determined by dividing the current total tuition cost of the program by the current total academic credits. Students receiving transfer credit will be issued an amended enrollment agreement that must be signed and returned to PTI.

CLASSROOM/LEARNING ENVIRONMENT LOADS

On the Ground Campus New Jersey, the typical lecture or lab will not exceed 30 students to one (1) instructor. For Online instruction, the maximum student to instructor ratio will not exceed 25 students per course.

FINANCIAL INFORMATION

TUITION

The tuition for the programs and courses are printed on page 60. All prices for courses, equipment and textbooks are as printed herein. There are no additional costs of supplies necessary for course completion. The students have the option of purchasing their textbooks themselves or from the school.

Additionally the student has the option of paying the total program tuition: (i.e. tuition, computers and textbooks). Students who wish to pay cash for their program will receive a 20% discount on the cost of their education. The discount will be applied to tuition charges, and does not apply to books and/or supplies. Prior to their enrollment, cash paying students will be provided with a contract that outlines the payment schedule appropriate to their cost of education. This contract will list each payment due and the corresponding due date. It will also indicate any additional supplies that will be included in the first payment due. Students will be required to sign this contract prior to enrollment.

Students paying the total program tuition will be required to pay for each Course set by the Friday of the first week of each Course set. Additionally, cash paying students must pay for their first course text books, laptop (if student requests laptop option) and any additional computer supplies requested by the student prior to the start of classes. The supplies will not be sent until payment is received. If students do not make their regularly scheduled payments, as per their signed contract, they will not be able to attend class. Students will continue to be accountable to the attendance policy.

Although a student may decline to apply for student loans, he or she may be eligible for Federal Pell Grants. Students may complete the Federal Application for Student Aid (FASFA) to determine eligibility for Pell Grant monies. If a cash paying student is eligible for Pell Grant funds, the Pell Grant award(s) will be deducted from the standard payment schedule prior to the execution of the contract.

TUITION DISCOUNTS

Performance Training Institute offers tuition discounts to Senior Citizens and Members of the Military. These discounts are not available for the MAA or MOBA programs. Only one discount may be applied to each eligible student. Students receiving a cash option discount who qualify for an additional discount will receive a total discount of 25%.

Senior Citizen Discount: Students who enroll in Performance Training Institute and are age 50 or above at the time of enrollment, will receive a 15% discount on the

tuition cost. The discount applies to tuition cost only and cannot be applied to books, computer or other expenses.

Military Discount: Active duty members, reservist or guard members currently serving in a branch of the United States military, which includes the U.S. Air Force, Army, Navy, Marine Corps and Cost Guard or the spouse of active duty military members as well as retired or honorably discharged veterans who enroll in Performance Training Institute will receive an 15% discount on the tuition cost.

FEES

BOOKS AND SUPPLIES

The cost of textbooks is not included in the tuition for Ground Campus New Jersey Students.

The cost of textbooks and computer is not included in the tuition for Online students.

WITHDRAWAL AND TERMINATION POLICY

If a student wishes to terminate training, the student should notify the School Support Specialist in writing. Notice may be hand delivered, e-mailed or mailed. Those students who have voluntarily terminated their program in good standing or due to leaves of absence will be permitted to re-enroll. Interested students should contact the Student Support Specialist for information regarding starting dates and space availability. Students who fail to return by the end of their scheduled leave of absence will be terminated.

Students may be terminated for failure to comply with school policies governing conduct, attendance, satisfactory academic progress, or for failure to meet their financial obligations to the school.

A student may appeal the decision by the Vice President of Education regarding an academic dismissal if the student believes there to be mitigating circumstances. The student may file a written request for an appeal with their Student Support Specialist, who will respond within 48 hours of receipt of the request. If the student is not satisfied with the written response from their Student Support Specialist, it may be appealed to the Vice President of Education within 48 hours, who will respond within 48 hours to the student. The decision of the Vice President of Education will be considered final.

Students who are academically dismissed may be eligible for re-enrollment after the waiting period, which is 30 days, as long as the student has taken care of outstanding financial obligations to the School.

CANCELLATION POLICY

Rejection: No later than thirty calendar days after PTI receives a written notice of cancellation, PTI shall provide to the student or to the person who paid the student's tuition and fees, a refund of 100% of all student fees and tuition paid for the student. An applicant rejected by the school is entitled to a refund of all monies paid.

For an applicant who provides written notice of cancellation prior to midnight of the fifth business day after the first scheduled class, the school will refund any money paid, less any deduction for equipment, books or materials not timely returned in good condition. The refund will be paid within 30 days after the notice of cancellation is received.

Cancellation shall occur when the student gives written notice of cancellation at the address of the school shown on page 1 of the enrollment agreement. The student can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective on the postmarked date.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement. The student will be given a notice of cancellation form in the student orientation packet, but the student can use any written notice that is preferred.

REFUND POLICY

If the school has given the student any equipment or other materials, student shall return it to the school within 14 days following the date of the notice of cancellation. If the student fails to return this equipment, including other materials, in good condition within the 14-day period, the school may deduct its documented cost from any refund that may be due to the student or student will become liable for equipment, or material not returned.

All monies will be refunded if the student cancels within three (3) business days after both parties sign the enrollment agreement, even if instruction has begun. No enrollment agreement will be signed until a student has toured the School facilities and inspected the equipment where training services are provided. This tour is not required for enrollment in online programs.

Should a student withdraw or be dismissed from PTI after enrollment, the School will retain a pro-rata portion of the tuition based on weeks of scheduled instruction with attendance for any part of a week considered a full week. The effective date of withdrawal is the last date of recorded attendance.

For full-time attendance in courses exceeding 300 hours in length but not exceeding 1,200 hours, the school may retain the registration fee plus:

- i. Ten percent of the total tuition if withdrawal occurs in the first week;
- ii. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
- iii. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;
- iv. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; or
- v. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50 percent of the course.

Wisconsin Residents: Please see Addendum B for Refund Policy information.

TIMELINESS OF REFUNDS

Refunds shall be made in a timely fashion in compliance with Federal, State, and Accrediting Commission regulations. Refunds will be made within 30 days of receipt of notice that the student has withdrawn from school or within 30 days of the determination date that the student is no longer enrolled, whichever is earlier.

RETURN OF TITLE IV FUNDS

Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus Based Programs, Stafford Loans, and PLUS Loans) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

Withdrawal prior to graduation may result in the loss of Title IV funding. Loss of Title IV funding does not relieve the student of contractual obligation to the School.

An explanation of the Return of Title IV Funds requirements is available in the School's business office. Also available are examples of refunds and an explanation of how the Return of Title IV Funds requirements and the applicable refund policy may affect a student's obligations upon withdrawal.

FINANCIAL AID

Performance Training Institute is currently eligible to offer financial aid.

FEDERAL PELL GRANT

The Pell Grant Program for 2011/2012 will depend on program funding. The maximum Pell Grant for 2011/2012 is currently \$5550.00 per academic year for financially eligible undergraduate students who have not previously earned a Bachelor's degree.

This Grant is need based, not all students qualify. Recipients must be United States citizens or eligible noncitizens enrolled in certificate programs. The Free Application for Federal Student Aid (FAFSA) must be completed when applying for financial aid.

FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN (DSSL)

This subsidized student loan program provides the greatest amount of self-help student financial assistance to college students. This loan is need based and must be repaid.

The fixed interest rate on subsidized loans for undergraduate students varies based on the first disbursement date as listed in the table below.

Date of First Disbursement	Interest Rate for Subsidized Undergraduate Loan
7/1/08–6/30/09	6.00%
7/1/09–6/30/10	5.60%
7/1/10–6/30/11	4.50%
7/1/11–6/30/12	3.40%

No interest is charged while students are enrolled at least half-time, during their grace period, and during periods of deferment. In most cases, repayment must be completed within 10 years. No payments are required while students are enrolled at least half-time and during their grace period. Students may borrow up to \$3,500.00 for their first year undergraduate, up to \$4,500.00 for their second year undergraduate, and up to \$5,500.00 for their third year and beyond undergraduate for educational expenses.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN (DUSL)

Unsubsidized Federal Stafford Loans are not based on need. Funds are provided in the same manner as Subsidized Federal Stafford Loans, but the interest accrued during attendance in college is not paid by the US Government; it either is capitalized or must be paid monthly by the borrower while in school.

The fixed interest rate for the unsubsidized loan is 6.8% as of July 1, 2011. In most cases, repayment must be completed within 10 years. Up to \$6,000 may be

borrowed per academic year for educational expenses. Payments are not required while students are enrolled at least half-time and during their grace period, but interest does continue to accrue during these periods. Please see the School's financial aid specialist for the current rate.

FEDERAL DIRECT PLUS LOAN FOR UNDERGRADUATE STUDENTS (DPLUS)

Parent loans for educational expenses are not based on need, but parents are required to pass a credit check. Funds are provided in the same manner as Federal Stafford Loans, but interest either is capitalized or must be paid monthly by parents while the student is in school.

The current fixed interest rate for the PLUS Loan is 7.9%. Interest begins to accumulate at the time the first disbursement is made. There is no grace period for Federal Direct PLUS loans. Repayment begins as soon as the loan is fully disbursed, but repayment can be deferred while students are enrolled at least half-time and up to six months after dropping below half-time. In most cases, PLUS loans must be repaid within 10 years. Parents may borrow up to the cost of attendance minus other financial assistance.

Please speak to a financial aid specialist for the current rate.

FINANCIAL AID VERIFICATION

All students must complete a Free Application for Federal Student Aid (FAFSA) prior to enrollment, and they must include the school code (036253) in order for the school to receive their Institutional Student Information Record (ISIR). The ISIR provides all information listed on the FAFSA, and also determines the student's Title IV financial aid eligibility.

The government will randomly select ISIRs for a process called Verification. PTI verifies all students selected for this process, but in addition, PTI may also verify an applicant's file if there is conflicting information that would affect Title IV funding eligibility. Verification requires the completion of a two page worksheet (Independent or Dependent Verification Worksheet), and the submission of federal tax returns, if they were required to file. There may be additional forms required depending on the information reported on the ISIR and Verification documents.

Students will be notified by the FA Department if they are selected for Verification, and all necessary documents and instructions to complete the process are provided. Students will not be permitted to enroll at PTI if they do not submit all required Verification documentation by the enrollment deadline. Students are also notified of any potential changes in their eligibility that will be processed once they are enrolled. If the Verification process changes the student's Title IV eligibility, students must communicate with the Financial Aid

Department and resolve any changes in order to continue the processing of their financial aid.

AWARDING OF TITLE IV, HEA PROGRAM AID

Title IV financial aid will be awarded for eligible students once they are officially enrolled. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine Title IV eligibility.

PTI uses Federal Methodology (FM), which is the formula used by the federal government to determine a student's Expected Family Contribution (EFC). Federal Methodology evaluates student income and assets, provides non-discretionary allowances against both resources and determines how much a student can contribute. The EFC is then subtracted from the cost of attendance to calculate financial need. Financial need is used to determine the amount and type of aid, such as loans or grants that students are eligible to receive.

In order to award Title IV financial aid, students must meet the following requirements:

- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number.
- Be registered with Selective Service if you are a male and 18 to 25 years of age.
- Have a high school diploma or a General Education Development (GED) Certificate or pass an exam approved by the U.S. Department of Education.
- Be enrolled or accepted for enrollment in an eligible program at a school that participates in the Title IV federal student aid programs.
- Be making Satisfactory Academic Progress (SAP) as outlined in the school's Satisfactory Academic Progress (SAP) policy.
- Not have a drug conviction for an offense that occurred while the student was receiving Title IV federal student aid.
- Student must not owe a refund on a federal grant or be in default on a federal student loan.

In addition to the criteria listed above, PTI reviews the loan history of all students applying for enrollment and Title IV federal student aid to determine if the student has any pending disbursements, overlapping loan periods, defaulted loans, is close to or at the aggregate loan limits, and/or any other criteria that may impact their Title IV eligibility. The loan history is reviewed on that National Student Loan Data System (NSLDS).

TUITION OPTIONS

Tuition Options is an institutional loan service provider that PTI works with to assist students with bridging the gap between the cost of their education at PTI, and the federal and/or state funding that they are eligible to receive. Students must have a gap in funding to utilize Tuition Options, they must agree to the terms and conditions set forth by Tuition Options, and they must sign their application prior to enrollment. The Financial Aid Department will complete the application online, and they will provide the Tuition Options disclosures to the students prior to the completion of the application. Once the application is completed, the students will receive an e-mail notification to review the application and disclosures, and sign the Tuition Options note. The financial aid file is not considered to be complete for enrollment until the Tuition Options application is signed. If there are any changes in eligibility and/or charges on the student's account after enrollment, the student will be required to work with PTI to update the loan and sign the updated application.

The interest rate for Tuition Options loans is 6.0%. Tuition Options runs a soft credit check at the time of application, but students will not be denied as a result of their credit score. Students at PTI will not be required to have a co-signer. Students with Tuition Options are required to make a minimum monthly payment of \$20.00 for the first 18 months. At that time, the remaining balance of the loan will be divided over seven years. The first payment will be due 20 days after the start date, and every month thereafter. If students do not make their payment within 30 days of the due date, they will be blocked from their classes until payment is made. As per PTI's attendance policy, if payment is not made within 14 days of being blocked, the student will be withdrawn from the program. Students who are delinquent on their account will receive notification from Tuition Options, beginning after five days delinquency, as well as from PTI after ten days delinquency

There is a \$25 application fee to write the Tuition Options loans. PTI will cover the cost of this fee for all applications EXCEPT the following:

1. The loan must be rewritten due to a change in requested supplies after enrollment
2. The loan must be rewritten due to student damage to supplies that require replacement
3. The loan must be rewritten because the student withdrew and later re-entered into the program

Please contact the Financial Aid Department for more information.

VETERANS BENEFITS

Veterans and other eligible persons planning to receive educational assistance benefits from the Veterans Administration (VA) should get VA approval. Veterans Benefits are not available to online students.

WORKFORCE DEVELOPMENT PROGRAMS (WIA)

Performance Training Institute is approved by the New Jersey Department of Labor to participate in the Workforce Investment Act (Workforce Development Program) and the Division of Vocational Rehabilitation Program for those who qualify.

OPERATING PROCEDURES

A student is responsible for being thoroughly familiar with all policies and procedures contained in this Catalog and the Catalog supplementary material. These publications should be reviewed regularly to prevent delays and misunderstandings. Students who have questions about requirements or procedures should consult their advisor or the Vice President of Education. Failure to comply with the School's policies and procedures may result in academic and/or financial penalties.

ORIENTATION FOR NEW STUDENTS (GROUND CAMPUS NEW JERSEY)

Information concerning the day and time for orientation for new students is given to each applicant prior to the start. A group session is held before the start so that students may receive schedules and books. School policies are also reviewed and the enrollment agreement is completed.

ORIENTATION FOR NEW STUDENTS (ONLINE)

New students entering the online program will receive an individual orientation approximately one week before the beginning of the Course set. Additionally, students will be given access to a self-paced orientation on the learning management website. The first week of class, online students will attend a live orientation hosted by one of the faculty. The live orientation will be archived for students who are unable to attend the live session.

APPEARANCE/DRESS CODE (GROUND CAMPUS NEW JERSEY)

All PTI students are expected to follow good hygiene and grooming practices. Details pertaining to the dress code will be provided seasonally. A general guideline is to dress as professionally as your budget will allow. The PTI student should take pride in the dress code, which requires that one's appearance be compatible with most business and office standards.

CLOTHING AND PERSONAL PROPERTY (GROUND CAMPUS NEW JERSEY)

The School does not assume liability for any loss of personal property. Personal property is the sole responsibility of the student.

EMERGENCY CANCELING OF CLASSES (GROUND CAMPUS NEW JERSEY)

In the case of inclement weather or some other emergency that would necessitate closing the School, staff members will notify students of the closing via telephone. PTI's inclement weather policy and procedures are discussed during orientation.

NON-DISCRIMINATION POLICY

PTI does not discriminate on the basis of sex, religion, age, handicap, race, or national origin. Inquiries concerning this policy should be directed to the Director.

ENROLLMENT POLICIES

STUDENT CONDUCT AND HONOR CODE

Performance Training's philosophy has been founded on the basis of honesty and fairness and the purpose of the Student Conduct/Honor Code is to enable students, faculty, and staff to work together with integrity and mutual respect.

The following acts of misconduct are subject to disciplinary action:

- All forms of dishonesty including cheating, plagiarism, forgery, alteration of school documents, sharing or collaborating on graded assignments from any class, or submitting others' work as one's own.
- Disruption or obstruction of teaching, administration, disciplinary proceedings, or other school activities or functions.
- Physical, psychological or verbal abuse or the threat of such abuse by any person on school premises or at a school-sponsored function or in an online school-sponsored forum.
- Seizing, holding or damaging property or facilities of the school, or threatening to do so, or refusing to depart from the property upon direction of the school officials.
- Possession or consumption of alcoholic beverages on school property or while attending a school function or activity.
- Possessing, using, selling, or distributing any type of drugs.
- Littering, defacing, destroying, or damaging property of the school or property under its jurisdiction or removing or using such property without permission.
- Theft or attempted theft of school or personal property on school premises.

The Honor Council, consisting of a teacher or staff member, the student's faculty advisor or student services specialist, and the Manager of Instruction, after hearing all possible facts, will deal directly with the student(s) involved in the reported breach of the Student Conduct and Honor Code.

Disciplinary actions available are: (1) Removal of the charges against the student; (2) Admonition in the form of an oral or written statement to the student; (3) Reimbursement by the student for damages to property; (4) Probation; or (5) Dismissal. The conditions of re-admission, if any, will be stated in the notice of dismissal. PTI reserves the right to dismiss any student from School or from any class or classes whenever the administration deems it advisable.

ACADEMIC INTEGRITY

In the course of completing assignments at PTI, you will need to do research and present the results of that research in your Case Study, Discussion Forum, or any other requested work. When creating these assignments, it is our intention that you do your research and then present the results of that research **in your own words**. It is also important to properly use and acknowledge your sources. Performance Training Institute considers failure to do so as plagiarism.

According to the Encyclopedia Britannica Online, plagiarism is defined as: “the act of taking the writings of another person and passing them off as one’s own. The fraudulence is closely related to forgery and piracy—practices generally in violation of copyright laws.”

(<http://www.britannica.com/EBchecked/topic/462640/plagiarism>)

Plagiarism can take several forms, and may include (but is not limited to):

- Using work submitted by another student and claiming it as your own.
- Cutting and pasting information from any resource (the Internet, reference book, manuals, etc.).
- Using information directly from any resource (text, reference book, manuals, etc.) as a whole or part of the assignment without citing the source.

When writing your assignments, citations for where you obtained the material are appropriate, **however**, using the same words as the original sources is not, unless a full citation is given and the material is punctuated as a “quote,” setting it apart from your own words.

PTI requires the use of APA format in citing sources. Instructors and the Library Facilitator are available to provide guidance on the use of APA formatting.

Plagiarism, in any of its forms, is not tolerated by PTI and is subject to disciplinary action. Should an instructor suspect and confirm plagiarism, the following will take place:

Plagiarism - First Offense

- The instructor will notify the student via email of the confirmed plagiarism. The Vice President of Education and Student Services Support Team will be copied on this email.
- The student will be given a zero grade on the assignment.
- A Student Services Support Team member will reach out to the student to offer advisement

- The student will be given the opportunity to appeal the zero grade. The appeal must be addressed to the instructor of the class, include information about plagiarism, and explain the steps the student will take in the future to ensure original work. The appeal will be duly considered by the instructor. If granted, the student may submit the original assignment for grading with appropriate late penalties applied.

Plagiarism - Second Offense

- The instructor will notify the student via email of the confirmed plagiarism. The Vice President of Education and Student Services Support Team will be copied on this email.
- The student will be given a zero grade on the assignment and will not be allowed to make up that assignment.
- A Student Services Support Team member will reach out to the student to offer additional advisement and will provide a warning to the student that further academic dishonesty will result in dismissal from PTI.

Plagiarism - Third Offense

- The instructor will notify the Vice President of Education of the confirmed plagiarism.
- The Vice President of Education will notify the student of the confirmed plagiarism, and take the appropriate steps to have the student removed from the PTI program.
- The student has the right to appeal the withdrawal. A student wishing to appeal the withdrawal should contact his or her student service specialist or academic advisor.

Students who put their research into their own words but fail to cite their sources will be subjected to the following discipline:

No Source Cited – First Offense

The use of references in academic writing is encouraged. If a reference source is used, it must be acknowledged through the use of a citation. Failure to cite a reference used in written course work will result in action similar to that taken in the case of plagiarism.

- The instructor will notify the student via email of the citation violation. The Vice President of Education and Student Services Support Team will be copied on this email.
- The student will be given a grade of 50% on the assignment.

- A Student Services Support Team member will reach out to the student to offer advisement.
- The student will be given the opportunity to appeal the 50% grade. The appeal must be addressed to the instructor of the class, include information about the citation, and explain the steps the student will take in the future to ensure original work. The appeal will be duly considered by the instructor. If granted, the student may submit the original assignment for grading with appropriate late penalties applied.

No Source Cited – Second Offense

The use of references in academic writing is encouraged. If a reference source is used, it must be acknowledged through the use of a citation. Failure to cite a reference used in written course work will result in action similar to that taken in the case of plagiarism.

- The instructor will notify the student via email of the citation violation. The Vice President of Education and Student Services Support Team will be copied on this email.
- The student will be given a grade of 50% on the assignment but will not be allowed to make up that assignment.
- A Student Services Support Team member will reach out to the student to offer additional advisement and will provide a warning to the student that further academic dishonesty may result in dismissal from PTI.

No Source Cited – Third Offense

The use of references in academic writing is encouraged. If a reference source is used, it must be acknowledged through the use of a citation. Failure to cite a reference used in written course work will result in action similar to that taken in the case of plagiarism.

- The instructor will notify the student via email of the citation violation. The Vice President of Education and Student Services Support Team will be copied on this email.
- The student will be given a grade of 50% on the assignment but will not be allowed to make up that assignment.
- If it is determined that the student should be removed from the PTI program, the student has the right to appeal the withdrawal. A student wishing to appeal the withdrawal should contact his or her student service specialist or academic advisor.

ALCOHOL AND DRUG ABUSE

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act.

All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class or meeting with campus personnel is prohibited and may be subject to disciplinary action.

Performance Training Institute has adopted a **“Zero-Tolerance”** policy regarding the unlawful use, sale, possession and/or distribution of illegal drugs and alcohol.

The materials that follow are intended to help inform the entire PTI community of the standards of conduct required with regard to illicit drugs and alcohol and the possible consequences of inappropriate behavior.

The following structures are in place to address Alcohol and Drug abuse issues:

- Policies are distributed annually to all employees, faculty and students through the employee/faculty/student handbooks as well as through the Consumer Information Report.
- Disciplinary sanctions are enforced through misconduct violations relating to the code of conduct.
- The Campus Safety policies are maintained on the PTI catalog, which is available to all students, faculty or employees at any time. These policies include required alcohol and drug prevention information.
- Students, faculty and employees are able to report instances of abuse through several communication channels.
- Students can report concerns to faculty, their local Campus Security Authority, or via their end of course survey.
- Employees can report concerns through their immediate supervisors, or by contacting HR.
- The local Campus maintains a list of local treatment facilities. CSA contact information is communicated on posters in every classroom and common area of the ground campus.
- An environment that is conducive to alcohol and drug abuse prevention has been established through the prohibition of alcohol and alcohol related advertising on campus.
- Employee benefits offer resources to assist alcohol and drug addiction related issues.

Alcohol and Drug Prevention and Counseling Services

The following national toll-free telephone numbers are provided to assist any member the PTI community who may have a drug or alcohol problem.

- **Al-Anon 1-888-425-2666**
- **American Council on Alcoholism 1-800-527-5344**
- **National Council On Alcoholism 1-800 NCA-Call (622-2255)**
- **National Institute On Drug Abuse Hotline 1-800-662-HELP (662-4357)**
- **National Institute on Drug Abuse Helpline 1-800-843-4971**

These various agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs. For additional assistance in locating a treatment facility within the local area of a PTI campus, contact your local the Campus Representative. Each campus is required to provide an annual safety education event to their campus community. This awareness program may cover any topic relevant to campus safety, to possibly include the alcohol and drug awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. However, each campus is at liberty to select their individual campus safety topic based on the needs of their campus community and activity within their surrounding areas.

Performance Training Institute provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available at all times through the Oasis site. This service provides referral services and treatment sessions as needed

Health Risks of Alcohol and Other Drugs

- Health risks when using alcohol or other drugs include both physical and psychological effects.
- The health consequences of drugs depend on the frequency, duration, and the intensity of use.
- For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.
- Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult and dangerous symptom when stopping the use of drugs).
- Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

ATTENDANCE AND ABSENCES

Performance Training Institute recognizes consistent attendance as a hallmark of

student success and an important element of professional habit. Performance Training Institute does not distinguish between excused and unexcused absences in determining student eligibility to continue in the program. However, those students who inform their instructors of absence in a timely manner may be able to makeup missing work. Students should consult faculty policies on make-up work in the class News Forum. Student attendance is maintained in the Student Management System by the Registrar

Ground Campus New Jersey School

Employers of PTI's graduates scrutinize attendance records as thoroughly as academic progress. A student cannot acquire the skills necessary to get and keep a job if his or her attendance is sporadic. Therefore, consistent attendance is encouraged.

Attendance Monthly

100% Attendance
80% of available time for that month
Below 80% attendance standard

Classification

Excellent Attendance for Month
Satisfactory Minimum Standard
Unsatisfactory Attendance

Students whose attendance does not meet the minimum 80% standard for a given month will receive a memo placing them on probation for the following month. If the student achieves the minimum attendance standard by the end of that month period, the probation will be lifted. If the pattern of non-attendance continues for a second month, or reoccurs in the future, the School will take appropriate action, which may result in termination.

In cases of extenuating circumstances, the student may request a hearing. The Hearing Committee will be comprised of the teacher(s) involved, the student's faculty advisor, and the Manager of Instruction.

Punctuality is also expected in the workplace. The student is encouraged to be ready to begin the assignment for each class on time. Students who arrive to class 15 minutes or more after class has started will be considered tardy. Four or more tardies in the same class within a Course set will be considered an absence.

Students must call in to report absences or tardiness by 8:15 a.m.

Online Programs

Insisting on an attendance percentage is not useful for online learning, as the education requires a mixture of both synchronous and asynchronous activities, some of which are done offline. PTI relies on a more appropriate monitoring tool that ensures students log in on a consistent basis *and* complete a combination of course activities each week. Simply logging into your class, or viewing your assignments and resources does not count as attendance, only active participation will earn attendance credit. The following list describes the types of activities that will earn attendance. Students who have questions about

attendance in their online classes should contact their Student Services Specialist.

- Attend live lecture
- Submit an assignment
- Post to the Discussion Forum
- Complete weekly quiz
- Attend chat session
- Complete Typing Master tasks
- Use the LIRN resource to conduct research
- Participate in course activities such as games

For both the Ground Campus New Jersey and online schools, failure to attend class for a 14-consecutive calendar day period will result in termination from the school, unless the student has been placed on a Leave of Absence.

Attendance records become a part of the student's final transcript. With the student's permission, attendance as well as academic achievement is usually discussed with prospective employers who contact the School for references on students and graduates.

VERIFICATION OF STUDENT IDENTITY IN DISTANCE EDUCATION

In compliance with the provision of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, and to ensure that the student who registers for a distance education course or program is the same student who participates in and completes the course or program for academic credit, PTI uses one or more of the following methods:

- a) A secure login and pass code with IP Identification
- b) Proctored examinations with 3rd party certification sites
- c) Live video conference interaction that allows the instructors and the student to communicate via webcam.

All methods of verifying student identity in distance learning protect the privacy of student information. Personally identifiable information collected by PTI may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting his or her learning system password be reset may be asked to provide two or more pieces of information for comparison with data on file. Students are responsible for providing complete and true information about themselves in any identity verification process, in accordance with the Student Code on page 13 of this catalog.

FULL-TIME STATUS

Ground Campus New Jersey The student must be on pace to attempt 36 credit hours in a 30 week period or attend on average 24 hours per week.

Online The student must be on pace to attempt 46 academic credit hours in a 35 week period or complete on average 21 hours of class work per week.

PART-TIME OR SPECIAL STUDENT STATUS (GROUND CAMPUS NEW JERSEY)

Students who pursue less than full-time programs are accepted only on a space-available basis. First priority in all class schedules is given to full-time students. Special (part-time) students will also be scheduled for classes on a space available basis.

STUDENT RECORDS

Performance Training Institute maintains permanent student records in electronic format using a third party provider, SchoolDOCs™ . Student records may contain the following:

- Admissions documents
 - An original enrollment application to Performance Training Institute
 - A copy of a high school transcript or GED certificate
 - Wonderlic test score
 - Orientation Checklist
- Academic documents
 - A signed FERPA statement
 - A Performance Training Institute Transcript
 - Attendance records
 - Academic advising documentation
 - Leave of Absence forms
 - Re-entry forms
 - Petition to Graduate
 - Satisfactory Academic Progress records
 - Student Work Files (Ground Campus only)
- Financial Records
- Career Services Records
 - Job placement forms

STUDENT PRIVACY: FERPA GUIDELINES

The Family Education Rights and Privacy Act of 1974, (FERPA), as amended, is a Federal law that states (a) that a written institutional policy must be established, and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Performance Training Institute accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students'

education records without the written consent of the students except to personnel within the institution who have a legitimate educational purpose, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the PTI community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the offices of the Vice President of Education, Accountant, Admissions, Financial Aid, Student Accounts, Registrar, Student Services, Career Services, and the academic personnel within the limitations of their need to know.

At its discretion, the institution may provide student information in accordance with the provisions of the Act to include data as listed on the Annual Notice to Students and Request to Prevent Disclosure of Student Information. Requests for non-disclosure will be honored by the institution for the academic year in which the student is in school.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panel are unacceptable. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, placement and financial files. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within thirty days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of a transcript or an original or source document that exists elsewhere).

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Students may contact the Registrar's office for FERPA consent forms.

DISCLOSURE OF EDUCATION RECORDS

While the student has the right to inspect his or her own records, PTI will only disclose information from a student's education record, including grades and transcripts, with the written consent of the student. Education records are defined as files, materials, or documents that contain information directly related to a student, and are maintained by PTI.

However, FERPA does allow the disclosure of directory information. PTI will confirm students' enrollment status, dates of attendance, program and graduation dates to third parties unless a student requests this information be restricted. Students wishing to have their directory information withheld should contact the Registrar or their Student Support Specialists to request a Request to Prevent Disclosure of Student Information.

CORRECTION OF EDUCATION RECORDS

A student who believes that his or her education records contain information that is inaccurate or misleading, or is otherwise in violation of his or her privacy or other rights may discuss the discrepancy informally with the Registrar. If the Registrar is in agreement with the requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and the student will be informed of his or her right to a formal hearing. Requests for a formal hearing must be made in writing to the Vice President of Education who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels, which will adjudicate such challenges, shall include the Chief Executive Officer or delegate, Vice President of Education or delegate, Faculty Advisor or Student Support Specialist.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student.

If the decisions are unsatisfactory to the student, he or she may place with the education record statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing panels. Students who believe that the adjudication of their challenge was unfair or not in keeping with the Act may request, in writing, assistance from

the Manager of Student Services to aid them in filing a complaint with the Family Educational Rights and Privacy Act Office.

MONTHLY PARTICIPANT PROGRESS REPORTS

Students who are attending school through governmental funding agencies should be aware that those funding agencies require monthly progress reports. At the end of each month, PTI will comply with the rules and regulations of the various funding agencies by providing individual participant progress reports. The report has a total of six (6) categories and five (5) evaluation benchmarks. The categories are described below:

- **Punctuality**
Evaluates the student's commitment to being on time and prepared for each class.
- **Attendance**
Evaluates your compliance with the established attendance policy. (Policy is outlined on attendance agreement.)
- **General Appearance**
Evaluates your compliance with the established dress code.
- **Work Habits and Attitudes**
The following are some evaluation criteria. It is by no means meant to be all-inclusive:
 - What type of work habits do you portray in class?
 - Are you late to class, or starting your work?
 - Do you cease working prior to the end of class?
 - Do you involve yourself in additional learning?
 - Do you interact positively with others?
 - Do you work as a team member when required?
 - Do you take constructive feedback with a positive attitude?
- **Cooperation**
Evaluates your level of cooperation in all classes. How well do you interact with diverse groups of people?
- **Level of Proficiency and Work Output**
Evaluates the proficiency level of your work.
- **Level of Work Output**
Evaluates whether your assignments are completed in a timely manner.

ACADEMIC POLICIES

ACADEMIC YEAR

Ground Campus New Jersey: 30 weeks and completion of 46 academic credit hours.

Online: 35 weeks and completion of 46 academic credit hours.

CLASS SCHEDULE (GROUND CAMPUS NEW JERSEY)

Class schedules are issued during the general orientation for new students and during registration for returning students. The regular school week is Monday through Friday consisting of the daily schedule below.

First Period	8:30 am – 9:20 am
Break	9:20 am – 9:30 am
Second Period	9:30 am – 10:20 am
Break	10:20 am – 10:30 am
Third Period	10:30 am – 11:20 am
Break	11:20 am – 11:30 am
Fourth Period	11:30 am – 12:20 pm
Lunch	12:20 pm – 1:00 pm
Fifth Period	1:00 pm – 1:50 pm
Break	1:50 pm -- 2:00 pm
Sixth Period	2:00 pm -- 2:50 pm
Break	2:50 pm -- 3:00 pm
Seventh Period	3:00 pm -- 3:50 pm

CREDIT AND CLOCK HOURS

Each program is measured in weeks and credit hours.

DEFINITION OF CREDIT HOURS

One quarter credit hour is equal to 10 hours of lecture. To determine quarter credit hours for lecture, the clock hours in a course are divided by 10.

One quarter credit hour is equal to 20 hours of lab/instruction. To determine quarter credit hours for lab/instruction, the clock hours in a course are divided by 20.

DEFINITION OF CLOCK HOURS

One Clock Hour = Minimum of 50 minutes of instruction in a 60-minute period of time in which lectures, demonstrations, labs and/or related class activities are conducted.

GRADING SYSTEM

<u>Alpha</u>	<u>Numerical</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60
R	Repeated Class not factored into GPA
W	Withdrawn
T	Transfer Credit
X	Audited (non-credit)

GRADE REPORTS

Ground Campus New Jersey Students receive monthly progress reports from their academic advisors. All students receive official transcripts upon the completion of their programs.

Online Programs Students have access to their grades at all times through the student learning management system. Students requiring written grade reports may request them from the Registrar's office. All students receive official transcripts upon the completion of their program.

ADDITIONAL COURSEWORK

Students are required to complete a number of activities outside of the classroom. These activities are designed to enhance a student's overall understanding of the course material and to prepare the student for course exams.

Students are required to complete reading assignments, Study Aid activities, and Exercises as presented in their weekly course outlines. This work is in addition to the lectures, chat sessions, discussion forums, case studies and quizzes that are defined as elements of the regular classroom hours.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The following standards must be met by all students in order for the student to be considered to be making satisfactory academic progress:

- Maximum time frame: Students must complete the program within a maximum time frame not to exceed 1.5 times the normal length of time required to complete the program. This maximum time frame is defined in terms of the number of credit hours attempted. For example, for a program consisting of 40 credit hours in length, the student will be considered to have reached the maximum time frame when he or she

has attempted a total of 60 credit hours. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals and repeated courses, count toward the maximum number of credit hours allowed to complete the program. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credit hours are noted in the tables on page 20.

- Assessment Points; Qualitative and Quantitative Standards: Academic progress for Ground Campus New Jersey students will be evaluated when students have attempted 25% of the total credits in the program; again when they have attempted 50% of the total credits in the program; and finally when they have attempted 100% of the total credits in the program. Academic progress for online students will be evaluated once a student completes Course set 3, Course set 7 and Course set 9. At these points in time, students must comply with both a qualitative standard and a quantitative standard to be considered to be making satisfactory academic progress. These standards are defined as follows:

Qualitative Standard: At all assessment points, students must have achieved a minimum cumulative grade point average of 2.0 or 70 %.

Quantitative Standard: At all assessment points, students must have successfully completed (i.e., passed) the minimum percentage of the credit hours attempted as outlined in the tables on page 28.

35 Quarter Credit Hour Program Total Credits that may be attempted: 52.5			
Assessment Point	Probation if CGPA is Below	Probation if Rate of Progress is Below	Withdrawn if Rate of Progress is Below
25% 8.3	70%/2.0	66.70%	NA
50% 16.75	70%/2.0	66.70%	33%
100% 33.5	70%/2.0	66.70%	66.7

60 Quarter Credit Hour Program Total Credits that may be attempted: 90			
Assessment Point	Probation if CGPA is Below	Probation if Rate of Progress is Below	Withdrawn if Rate of Progress is Below
End of Course set 3	70%/2.0	66.70%	NA
End of Course set 7	70%/2.0	66.70%	33%
End of Course set 9	70%/2.0	66.70%	66.7

- Probation
Students failing to meet standards for satisfactory academic progress will receive academic advisement and be placed on probation until the next scheduled assessment point. They will receive a written warning that continued failure to meet standards for satisfactory progress will result in termination. Failure to correct the deficiencies and to comply with standards of satisfactory academic progress by the end of the probationary period will result in termination from school. Students who are on probation will be considered to be making satisfactory academic progress.
- Appeal
Students wishing to appeal a finding of failure to maintain satisfactory progress must do so in writing within 24 hours of such finding. The appeal must be made to the Appeals Committee using the Academic Appeal form and must include the basis on which the student is making the appeal. The Appeals Committee will consist of the Vice President of Education or designate, a Student Services representative, a Financial Aid Representative, a Student Accounts Representative and an Education representative. The Appeals Committee will respond in writing within five school days of receiving the appeal. The decision of the committee will be final. The CEO has the prerogative to waive standards for satisfactory academic progress in extenuating or mitigating circumstances.
- Reinstatement
Students who are terminated for failure to maintain satisfactory progress after the probationary period must be dismissed from school for a minimum of one full term. After that time, students may reapply for admission to the school following the Re-entry policy. If the student is accepted, he or she will be admitted on a probationary basis. Failure to meet standards for satisfactory progress at the end of the probationary period will result in final termination from the school. Students who would be unable to complete the program within the maximum time frame as described above are not eligible for reinstatement.

MAKE UP WORK

Students will be required to make up all assignments missed. Late work may have points deducted for late submission. Ground Campus New Jersey students whose cumulative attendance is less than 80% at the end of their program will have their program extended until their attendance meets the 80% minimum. Online students are not able to make up deficiencies in attendance.

REPEATED COURSES

A student who fails any course must retake that course in order to qualify for graduation. Grades earned for repeated classes will replace the original grades.

Core courses may be repeated only once. Students who fail a keyboarding course twice may petition to remain in the program and repeat keyboarding a third time. Tuition may be charged for any class that is repeated. Students who fail the same course twice will be withdrawn for a minimum of one Course set. Students who fail only one of two classes for a Course set will be scheduled to take the failed class before continuing to additional classes. However, students may request to repeat the failed class simultaneously with the next class in the program, providing that the failed class is not a prerequisite to that class. A students who fails a course will be placed on academic warning and will be required to work with his or her assigned student services specialist to improve his or her academic performance.

WITHDRAWAL

Students are encouraged to discuss any concerns that may lead to withdrawal with their faculty advisor or student service specialist. Students requesting withdrawal must do so in writing according to the withdrawal policy. In the event of withdrawal, any refund due the student will be processed within 30 days of the withdrawal.

LEAVE OF ABSENCE

Students in need of a Leave of Absence from their programs must submit a written Leave of Absence Request form in advance of the anticipated leave. In the event of an unanticipated leave due to an emergency, the request must be submitted before the 14th day of absence. The request must indicate the need for the Leave of Absence and the amount of time requested. The school reserves the right to deny a Leave of Absence or to change the length of time of the leave requested by the student to correspond to Course start dates. Students may request an initial Leave of Absence period up to 70 days. Failure to notify the school of your intent to return before the expiration of the Leave of Absence or failure to gain attendance in your first week back will result in termination from the school. Students, who foresee an inability to return to their course of studies by the scheduled end of their Leave of Absence, may request up to an additional 70-day leave. Students must submit a Leave of Absence Extension request form in advance of the scheduled expiration of their original Leave of Absence period. No student may be placed on a Leave of Absence for a period or periods exceeding an aggregate of 180 days in a 12-month period of time. Students are not eligible for a Leave of Absence until they have completed at least one Course of instruction at PTI.

TEACHER AND CLASS EVALUATIONS

In order to maintain and practice the philosophy of personalized instruction and to strive for excellence, PTI also arranges for the students to evaluate their classes and instructors. This is a sincere and positive approach to assist the instructors in

upgrading classroom effectiveness. This evaluation of the teacher includes attitude, knowledge of subject, and classroom procedures.

TRANSCRIPTS

Transcripts may be requested, in writing, by students at the end of their program, showing final grades, attendance, skill achievements, and academic status. Students should complete a Transcript Request form, available from the Registrar. Students who are current in their financial obligations to the school may request an official transcript. Students who are not current in their financial obligations will receive an unofficial transcript. Transcripts sent directly to a student will be stamped "issued to student."

REENTRY POLICY

Students who are withdrawn may apply for reentry to their original program or a new program. Students dismissed for a lack of Satisfactory Academic Progress must wait at least one full Course set before reentering. Students dismissed for Rate of Progress failure are not eligible for reentry. Students must complete a reentry petition and present it to the Reentry committee. The Reentry committee will review the petition and approve or reject the petition based on the student's attendance, academic and financial history with the school. Students who reenter PTI will sign a new Enrollment Agreement and will be subject to the tuition rates and program requirements in effect at the time of reentry.

GRADUATION REQUIREMENTS

Students must successfully complete all of the required credits in the program, must complete all course requirements, and must have a cumulative grade point average of 2.0 or better in order to be considered a graduate. All students must satisfy all financial obligations to the school before a diploma will be issued.

Students may graduate with honors based on the following scale:

Cumulative Grade Point Average	Honors
4.0	Highest Honors
3.7	High Honors
3.5	Honors

GRIEVANCE PROCEDURE

A student who has a grievance relating to any policy or procedure should first discuss it with the faculty or staff member involved. An attempt should be made to resolve the grievance informally. If the matter cannot be resolved in this manner, the student may file a written grievance to the Vice President of Education who will respond within 48 hours to adjudicate the matter and reply to the student in writing. If the student is not satisfied with the written response from the Vice President of Education, it may be appealed to the School Director

within 48 hours, who will respond within 48 hours to the student. However, if the student does not feel that the School has adequately addressed a complaint or concern he or she may contact by phone or in writing:

The Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd/Suite 302
Arlington, VA 22201
(703) 247-4212

All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the School for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's complaint form is available at the School and may be obtained by contacting the Campus Director.

For Arizona Residents: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is:

1400 West Washington, Room 260,
Phoenix, AZ 85007.
Phone: 602-542-5709.
Website: www.ppse.az.gov.

For Wisconsin Residents: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the State of Wisconsin Educational Approval Board. The student must contact the EAB for further details. The EAB address is:

30 W. Mifflin Street, 9th Floor
Madison, WI 53703
Phone: 608-266-1996
www.eab.state.wi.us

EQUAL OPPORTUNITY

Performance Training Institute is an equal opportunity educational institution. Enrollment is open to all individuals who meet the admission requirements. Any student who has an equal opportunity related complaint should first discuss the complaint with his or her faculty advisor or student service specialist in an attempt to resolve the issue.

If the matter cannot be resolved in this manner, the student may file a written complaint to the CEO who will respond within 48 hours to adjudicate the matter and reply to the student in writing. This decision should be considered final.

However, if the student does not feel that the School has adequately addressed a complaint or concern he or she may contact by phone or in writing:

**Equal Opportunity Officer
Ocean County One Stop Career Center
1959 Route 9
Toms River, NJ 08753
(732) 240-5995**

CAREER PLANNING AND PLACEMENT

To meet the objectives of our students and our school, PTI offers active job placement assistance. The job placement assistance for the PTI graduate includes:

- Self-evaluation and awareness.
- Determining sources for finding job placement.
- Visits to campus by employers (Ground Campus New Jersey) and online live seminars by employers (online students)
- Preparing the placement presentation--resumes, applications, and letters.
- Arranging and preparing for the interview.
- Analyzing and evaluating placement progress.

The Director of Career Services is responsible for assisting students in securing employment. Since PTI is a private career school depending on the success of its graduates, job placement is vital to the school and its future. Although placement cannot be guaranteed, every effort is made to assist PTI graduates in obtaining employment in their fields of study or in related areas.

Students may request to have transcripts and/or attendance records sent to possible employers.

There are no fees charged to students or companies for PTI job placement services.

Performance Training Institute measures its success by the success of our students. Our programs are measured by the graduation and employment rates of our students. For the most recent graduation and employment rates of PTI students, please visit the website at www.ptitraining.edu.

ACADEMIC SUPPORT SERVICES

Academic Support (GROUND CAMPUS NEW JERSEY)

A faculty member will be designated as an advisor for each student currently enrolled. This relationship encourages an open line of communication for the student to seek answers to questions regarding policy, to make suggestions for improvement of policy, and to become more familiar with the total operation and mission of the School. It enables the advisor to discuss individual situations with each advisee, to assist the advisee in becoming acclimated to the business school environment sooner, and to aid the administration in the processing of various forms on an individual basis.

Academic Support (ONLINE)

Academic support is available to students throughout the program via phone, e-mail, and through the Learning Management System (LMS).

During classes, several methods exist for students to receive academic support during classes including:

- Office Hours – Every primary instructor assigned to a class will post office hours in the News Forum of that class. Instructors will be available via phone or e-mail during those hours to assist students.
- Chat Rooms – Every primary instructor will post Chat Room hours in the New Forum of their class and will monitor the Chat Room for student activity and provide support as needed.
- Online live sessions – Depending upon the course the instructor will provide one or more hours of online lecture to clarify difficult learning points and to share real-world experiences with their students.
- Grading comments – Each week instructors will grade student assignments and provide feedback comments via the Grading function in the LMS.

Tutoring is available to students on an as requested basis or when specific students are identified by the instructional staff.

STUDENT SUPPORT SPECIALISTS (ONLINE)

Additional advising via student support personnel is available. They are the ombudsmen for the students and are available via e-mail and phone during business hours. They will respond to queries within one business day of receipt. They will be responsible for appropriately triaging the request to the right person whether it is the need for supplies, tutoring, personnel issues etc. The student support specialist will follow up and ensure the student needs are being met. Additionally they will constantly monitor academic advancement with respect to grades and attendance and work with the instructors in establishing advisement plans for students that are not meeting the required satisfactory

progress. These definitions (satisfactory progress and attendance) are defined in the catalog.

LIBRARY RESOURCES

The campus library contains books, periodicals and audio visual resources for student use. The library is located in the student lounge and is available to students during regular business hours Monday to Friday.

Performance Training Institute subscribes to the Library & Information Resource Network (LIRN). LIRN contains over 40,000 full text resources including books, journal articles and dissertations. Students may access LIRN through the Learning Management System. The Library Research Advisor is available to answer student questions between 9 am -2 pm PST Monday –Wednesday and 9 am – 5 pm Thursday – Friday. In addition, students are able to email the Library Research Assistant at any time, including weekends, and will receive a response within 24 hours. The Library Research Advisor's contact information is located on the LMS.

Additionally, text materials, which may include software or additional learning aids, are mailed to the students prior to class start. Objectives, lesson plans, daily instructions, exercises, additional materials are all available online at all times. Online links to appropriate web and library resources are available via the LMS in every class.

GUEST LECTURERS

Representatives from local businesses are invited to speak to students regarding a variety of general topics relating to successful employment.

OFFICIAL TESTING SITE

Performance Training Institute is an
Authorized Microsoft Office Specialist
Testing Center

Performance Training Institute is a
National Healthcareer Association
Certification Testing Site

Performance Training Institute's Online
Programs are approved for MOS and
NHA certification testing. Students test
at local testing sites.

PROGRAMS OF STUDY

The following pages detail specific curriculum. Additionally, a statement of competencies indicates measurable skill levels that will be attained as a part of the instructional programs. The school offers both ground and online education. All programs listed below have the following Prerequisites and Minimum Skills Achievements:

Prerequisite: High School Diploma or GED.

Minimum Skill Achievement: Completion of required courses with a minimum average of 60% on course evaluations.

The delivery method for the online programs is described as follows:

- The *Medical Office and Administrative Specialist with Billing & Coding* and *Computerized Business Applications* are ideal programs to be taught online. The tasks of the jobs associated with these programs will require extensive work on the computer. The learning of new concepts, completing case studies, and working on real-world simulated projects appropriately take place at the computer.
- The student's computer is the main tool used by the student. This allows online access to the curriculum and discussion groups, online mentoring, online testing, and communication with the faculty and administrative staff.
- Additionally, lessons and related course material reside on the servers of the Learning Management System (LMS) and the student accesses the system from anywhere, at any time.
- This layout of the LMS acts as a roadmap for the student as he/ she navigates through the lessons. It guides the students through the various learning events from reading material online, to reading text material, accessing computer based training systems, viewing video, participating in discussion groups, and taking online tests.
- The training embraces both synchronous (live lectures) and asynchronous modalities and uses electronic media and offline texts, references, videos, and computer based applications.
- The LMS, in addition to managing the curriculum delivery, tracks students' attendance/participation, records students' grades, and satisfactorily monitors students' progress. All of this student data is available to the student at any time through the LMS

PROGRAM OR COURSE CANCELLATION

Performance Training Institute reserves the right to change or modify the program contents, equipment, faculty, staff or materials, as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures.

Performance Training Institute reserves the right to cancel programs or courses within the program due to low enrollment, changes in the job market, or other reasons deemed necessary.

PROGRAMS OF STUDY LOCATIONS

Program	New Jersey	Online
Microsoft Office Business Applications	X	
Medical Office and Administrative Specialist with Billing & Coding	X	X
Medical Administrative Assistant	X	

Microsoft Office Business Applications

(35 Credit Hour/540 Clock Hour/20 Week Certificate Program)

The Microsoft Office Business Applications diploma program prepares students for entry-level clerical positions in professional business environments. Upon completion, students will have the tools necessary to function efficiently in today's workplace.

Students are introduced to the fundamentals of the latest Microsoft Office, Adobe Acrobat Pro, and QuickBooks software in a Windows 7 environment. Course work with this software allows students to achieve an intermediate to advanced mastery of business computing, word processing, spreadsheet, presentation as well as computerized application of accounting principles. A wide range of industry certifications that students prepare for include the Microsoft office suite, and QuickBooks Pro.

Supplementary classes have been included to enhance the graduates' employment opportunities while preparing them for later career growth. An exciting and powerfully productive suite of executive courses cover critical topics including leadership skills, conflict resolution, negotiating skills, sales and listening skills, and using behavioral techniques when hiring someone for a job thereby showing the other side of the recruitment process as well. Recognizing that personal interaction is important in today's business world, students participate weekly in discussion forums and are presented with real-world case studies to apply knowledge, reinforce course topics, and hone their written communication skills. Instructors, who have relevant industry experience, will present weekly virtual lectures. Personal development courses prepare students to find rewarding employment by assisting with résumé preparation, job-seeking skills, and mock-interview experiences.

Graduates of the Microsoft Office Professional program are prepared to sit for one or more of the following Microsoft Certified Application Specialist exams:

- MOS: Microsoft Office Word 2010
- MOS: Microsoft Office Excel 2010
- NBA: QuickBooks Pro 2010

The exam fee for one certification exam in each application is included in the base tuition. The exam may be taken on site.

Upon course completion, students will be qualified to seek employment in a variety of industries, with job titles that may include Administrative Assistant, Office Assistant, Administrative Support, Sales Support, Marketing Support, Accounting Support, Accounting or AP or AR Clerk, Data Entry Clerk, and Receptionist.

REQUIRED COURSES**CLOCK/CREDIT HOURS**

BS 104	Computer and Office Applications	80/5.0
BS 105	Word Processing	80/5.0
BS 106	Spreadsheets	80/5.0
BS 202	Computerized Accounting I	80/5.0
BS 203	Computerized Accounting II	80/5.0
BS 204	Executive Management Series	40/3.0
GE 101	Strategies for Success	40/3.0
BS 101	Computer Keyboarding I	40/2.0
GE 299	Professional and Career Development	20/2.0

Medical Office Administrative Specialist with Billing & Coding

(60 Credit Hours/920 Clock Hours/50 Week Diploma Program)

This Medical Administration and Office Management, with Coding and Billing Specialization, Series program empowers students with skills and knowledge to increase their workplace competence and advantage as administrative medical assistants. The scope of practice that encompasses the medical administrative assisting and office management preparation can be as broad as it can be versatile; that is, medical administrative assistants perform delegated administrative tasks under a physician's supervision according to the medical administrative assistant's education, training, and experience. (Medical administrative assistants do not "practice medicine.") Medical coding and billing serve as one specialization under the umbrella of medical administrative assistant and office management. Coders abstract critical information from a patient record and combine it with personal expertise of reimbursement and coding guidelines to maximize physician payment.

Learning becomes reinforced throughout the program with real-world scenarios (case studies) and practice test questions. A balanced learning approach provides students with an appropriate skill set for their field of study and enhances their management potential while preparing students for premier industry certifications in Coding, Billing and Insurance, and Medical Front Office management and technologies. These premier industry certifications include a certification from one of the largest and most reputable association in the field of providing medical coding certifications: the American Academy of Professional Coders (AAPC). The National Healthcareer Association provides testing for the industry certifications designed for Insurance and Billing, Electronic Health Records and a separate certification for the medical front office technologies.

Students achieve an understanding of certification level medical coding, billing and insurance, claims reimbursement, electronic health records, HIPAA compliance regulations, office administration, and medical facility computer applications as well as obtaining proficiency in segments of the MS Office Suite. The program is designed to provide our graduates with a well rounded skill set including interpersonal, communication and organizational skills.

Graduates of this comprehensive program possess the knowledge and skills necessary to obtain employment in any number of medical facilities in the healthcare industry. Career choices emanating from this course of study could include entry level employment in a variety of positions such as: outpatient clinic manager, medical office manager, medical records manager, insurance company or government agency coder, public health and home health agency coder, coder in an outpatient facility, and medical coding and billing specialist.

Upon completion of the program, students will be eligible to sit for the National Healthcareer Association's Certified Medical Administrative Assistant exam

(CMAA), the Certified Billing and Coding Specialist exam (CBCS) and the Certified Electronic Health Records Specialist exam (CEHRS) as well as the American Academy of Professional Coders Certification Exam (CPC). The exam costs as well as initial membership in the AAPC is included in tuition.

<u>REQUIRED COURSES</u>		<u>CLOCK/CREDIT HOURS</u>
BS 104	Computer and Office Applications	80/5.0
BS 105	Word Processing	80/5.0
HC 103	Medical Terminology	80/5.0
HC 104	Human Anatomy and Physiology	80/5.0
HC 105	Medical Office Procedures & Administration	80/5.0
HC 106	Automated Medical Office	80/5.0
HC 202	Medical Billing & Insurance I	80/5.0
HC 203	Medical Billing & Insurance II	60/4.0
HC 204	Fundamentals of Medical Coding I	60/4.0
HC 205	Fundamentals of Medical Coding II	60/4.0
HC 201	Electronic Health Records	40/3.0
GE 101	Strategies for Success	40/3.0
BS 101	Computer Keyboarding I	40/2.0
GE 102	Communication for Business	40/3.0
GE 299	Professional and Career Development	20/2.0

Medical Administrative Assistant

(35.0 Credit Hours/540 Clock Hour/20 Week Certificate Program)

This Medical Administrative Assistant program empowers students with skills and knowledge to increase their workplace competence and advantage as administrative medical assistants. The scope of practice that encompasses the medical administrative assisting and office management preparation can be as broad as it can be versatile; that is, medical administrative assistants perform delegated administrative tasks under a physician's supervision. (Medical administrative assistants do not "practice medicine.")

Students achieve an understanding of the medical front office, HIPAA compliance regulations, office administration, and medical facility computer applications as well as obtaining proficiency in segments of the MS Office Suite. The program is designed to provide our graduates with a well-rounded skill set including interpersonal skills. Graduates of this comprehensive program possess the knowledge and skills necessary to obtain employment in any number of medical facilities in the healthcare industry.

Career choices emanating from this course of study could include entry level employment in diverse medical office positions such as, but not limited to: Medical Receptionist, Unit Secretary, Patient Account Representative, Medical Billing/Collections Clerk, Medical Administrative Assistant, and Medical Office Manager.

Upon completion of the program students will be eligible to sit for the National Health Career Association's Certified Medical Administrative Assistant exam and the Certified Electronic Health Records Specialist exam. Initial exams are included in tuition. Students may take the exams on site.

<u>REQUIRED COURSES</u>		<u>CLOCK/CREDIT HOURS</u>
BS 104	Computer and Office Applications	80/5.0
BS 105	Word Processing	80/5.0
HC 103	Medical Terminology	80/5.0
HC 105	Medical Office Procedures & Administration	80/5.0
HC 202	Medical Billing & Insurance I	80/5.0
HC 201	Electronic Health Records	40/3.0
GE 101	Strategies for Success	40/3.0
BS 101	Computer Keyboarding I	40/2.0
GE 299	Professional & Career Development	20/2.0

COURSE DESCRIPTIONS

GENERAL BUSINESS/PROFESSIONAL DEVELOPMENT

GE 101 Strategies for Success

40 clock/3.0 credit hours

This course prepares students for the challenges of higher education. It introduces various strategies for learning and other skills that are often overlooked when planning to undertake higher education. Participants will conduct self-assessments to become familiar with the various learning styles. New learning strategies, time management, memory abilities, self-management techniques, the "Adult Learning Cycle," goal-setting parameters, relationship building, remaining healthy, balancing good lifestyle practices, and developing positive habits will all be addressed. All of these skills will provide students with the tools necessary to be successful in today's higher education environment.

GE 102 Communications for Business

40 clock/3.0 credit hours

This practical course introduces our students to various common business formats, such as memos, letters, and reports, whereby students will review their writing skills to match and to gain greater mastery of business grammar, mechanics, and style. Key topics include techniques for writing information, persuasive sales messages, "good" and "bad" news communications, and short informational.

GE 299 Professional & Career Development

20 clock/2.0 credit hours

The course offers our students the knowledge and skills for researching, perusing, finding, and then obtaining the position to launch a future career. Key topics include goal-setting, personal assessment, developing a customized resume (traditional and web resume) and cover letter, job-search techniques, strategies and implementation, preparing and conducting the interview, post-interview strategies, and developing competitive advantages in the workplace

BS 101 Computer Keyboarding

40 clock/2.0 credit hours

This course provides the fundamentals of computer use in regards to keyboarding and using the mouse. Various types of keyboards and mice and their advantages will be discussed. Touch typing skills will be taught using online tutorial software, concentrating on proper technique and accuracy. Discussions and assignments will emphasize the importance of ergonomics. The symptoms and types of repetitive stress injuries, avoidance, and treatment will be reviewed.

BS 104 Computer and Office Applications

80 clock/5.0 credit hours

This course provides an introduction to computers, personal management and collaboration applications programs, using the Microsoft Office suite of software. The basics of computer hardware are taught including but not limited to functions, connectivity, and select peripheral devices. Microsoft word, Excel, Outlook, and PowerPoint are introduced with descriptions of their appropriate

uses and their basic functions. These applications are described as representative of word processing, spreadsheets, e-mail service, and graphical presentation software; specific instruction of the use of these applications in a Microsoft 07 environment will be used. A basic introduction of Word is taught to provide the ability to create and save Word documents are required in future classes.

BS 202 Computerized Accounting I

80 clock/5.0 credit hours

This course provides our students with an overview of accounting information systems and hands-on practice of the fundamentals of QuickBooks. Key topics include practice applying QuickBooks in a service business in such categories as sales and receivables, payables and purchases, general accounting and end-of-period procedures (including production of appropriate reports and exporting to Excel).

BS 203 Computerized Accounting II

80 clock/5.0 credit hours

This course is the second part of a two-part course: it focuses on the ways in which accounting principles are used in business operations. Students learn to identify and use Generally Accepted Accounting Principles (GAAP). Topics include recording information, accounting processes and balancing, understanding financial statements, balance sheets, assets and liabilities, debits and credits, posting entries, preparing the trial balance, and adjusting entries at month end for such items as prepaid expenses and unearned income. Students understand and can explain the accounting cycle, and implement a period-end close. Other topics include cash and control, bank reconciliations, recognition and recording of sales & receivables, dealing with bad debt, recognition and recording of purchases and payables, employee and payroll accounting including benefits and taxes, and identifying employer versus contractor. Prerequisite: BS 202 Computerized Accounting I or equivalent.

BS 204 Executive Management Series

40 clock/3.0 credit hours

This series consists of over 35 mini-topics ranging from one hour to two hours in duration and may be taken in any order. The range of skills and topics cover broad categories including leadership, human resources, personal development, and sales/customer service.

COMPUTER SOFTWARE APPLICATIONS

Performance Training's software offerings are determined by local employer demand.

BS 105 Word Processing

80 clock/5.0 credit hours

This course provides a beginning through intermediate level of understanding of word processing using Microsoft Word. Subjects covered include editing and proofreading documents, changing the look of text and paragraphs, presenting information in columns and tables, working with graphics as well as diagrams

and charts, creating form letters and labels, tracking and managing document changes, and creating and modifying a web document. Practice exercises are provided for each of these subjects and online case studies and discussion forums are also included to reinforce the course material.

BS 106 Spreadsheets

80 clock/5.0 credit hours

This course provides a beginning through intermediate level introduction to a spreadsheet package using Microsoft Excel. Topics covered include setting up a workbook, performing calculations on data, changing document appearance, using filters, analyzing data sets, creating dynamic lists and charts, creating and modifying macros, working with database data, publishing information on the web, and collaborating with colleagues. Practice exercises are provided for the subjects as well as LMS case studies and discussion forums are included to reinforce the course material.

MEDICAL RELATED COURSES

HC 103 Medical Terminology

80 clock/5.0 credit hours

This course provides foundational knowledge of the structure and definition of medical terms. The four parts of medical terms (Root, Prefix, Suffix, Combining form) are defined and used to analyze and create medical terms. Terms are discussed in the context of the bodily systems and functions that they are used to describe. The importance of proper spelling and pronunciation are emphasized and the problems associated with improper spelling or pronunciation are discussed.

HC 104 Human Anatomy & Physiology

80 clock/5.0 credit hours

This course provides fundamental knowledge of the anatomy and physiology of the human body and the distinction between the two terms and fields. Function, structure, and interrelationships of the body systems are explored. Examples of both normal and abnormal conditions are used to illustrate how the body functions in healthy or diseased states. The use of proper terminology is emphasized in describing the various structures and systems. Pre-requisite: HC 103 Medical Terminology or equivalent.

HC 105 Medical Office Procedures & Administration

80 clock/5.0 credit hours

This course provides an introduction of the skills, specialties and career opportunities which fall into the general category of Medical Assistant. General office skills such as telephone courtesy, interpersonal behavior, file management, and written communication are discussed as they relate to the medical front-office. Basic knowledge of law, ethics, information management, and professionalism is provided as related to medical practices. Scenarios are provided to illustrate common issues and processes handled in support of medical administration.

HC 106 Automated Medical Office**80 clock/5.0 credit hours**

This course provides hands-on experience using software in support of the typical workflow of a medical office. Exercises are included in appointment scheduling, medical office accounting procedures, and creating various reports used in the medical office. An introduction to the basic concepts of medical coding and billing procedures is also included. Software is used to simulate the typical computer tasks to be accomplished and to provide examples of most aspects of medical office workflow.

HC 202 Medical Billing & Insurance I**80 clock/5.0 credit hours**

This course is the first of two classes which provides the fundamentals of insurance billing and coding procedures for the medical field. Basics of the health insurance industry are covered including its history, types of coverage, privacy practices, and documentation requirements. Introductory material related to coding is covered as are the fundamentals of submitting claims electronically and on paper. The importance of efficient and effective billing procedures is discussed as is the role of insurance collections in the overall financial stability of the organization. Pre-requisite: HC 103 Medical Terminology or equivalent.

HC 203 Medical Billing & Insurance II**60 clock/4.0 credit hours**

This course is the second of two classes which provides the fundamentals of insurance billing and coding procedures for the medical field. Building on the knowledge of the first course, this course continues to present the necessity of sound billing practices in the medical field. Specific health care payers are discussed including Medicare, Medicaid and other federal and state programs. Some discussion is held concerning the nuances of hospital billing. Pre-requisite: HC 202 Medical Billing & Insurance I or equivalent.

HC 204 Fundamentals of Medical Coding I**60 clock/4.0 credit hours**

This course is the first of two which provides practical knowledge and exercises in using current medical coding systems including: Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding System and the application of the rules to code for client services. Selection and appropriate use of the various coding manuals is covered as well as efficient methods for finding the proper codes. Codes specific to anesthesia will be reviewed as well as those of several body systems, such as: integumentary, musculoskeletal, respiratory, and cardiovascular to name a few. Pre-requisite: HC 203 Medical Billing & Insurance II.

HC 205 Fundamentals of Medical Coding II**60 clock/4.0 credit hours**

This course is the second of two which provides practical knowledge and exercises in using current medical coding systems including: Current Procedural Terminology (CPT), International Classification of Diseases, 9th Revision, Clinical

Modification (ICD-9-CM), ICD-9-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding System and the application of the rules to code for client services. Codes specific to general surgery, pathology and radiology will be covered. An overview and introduction to the use of ICD-9-CM codes is included. There is also a brief review of third party reimbursement issues. Pre-requisite: HC 204 Fundamentals of Medical Coding I or equivalent.

HC 201 Electronic Health Records

40 clock/3.0 credit hours

The purpose of this course is to provide students a comprehensive understanding of the use of electronic medical records in the health care field, as well as, practical hands-on experience using SpringChart HER, a popular electronic health records program. Students will be able to assemble patient's health information accurately, enter patient data into the computer and perform statistical and data analysis, and assist with special studies and research for public health agencies. They will be able to compile medical care and census data, manage data backup, retention of records as well as maintain a variety of health record indexes, storage and retrieval systems.

CONTACT INFORMATION

For Ground Campus NJ School Information about: **Contact**

Activities & Services Mary Cembor, Manager of Instruction
..... mcembor@ptitraining.edu
Admissions Acceptance Jared Thiel, Admissions Representative
..... jthiel@ptitraining.edu
Attendance, Advisement & Grades Faculty Advisor as assigned
Class Schedules, Program Changes Rosemary Tursi, Registrar
..... rtursi@ptitraining.edu
Financial Aid Inquiries..... Juanita Dryer
..... jdryer@ptitraining.edu
Job Search Denise Esposito, Career Services
..... desposito@ptitraining.edu
Suggestions and or Grievances Michael Gall, Campus Director
..... mgall@ptitraining.edu

For Online Program Information about: **Contact**

Admissions Acceptance Allen DeGraffenreid, Director of Admissions
..... adegraffenreid@ptitraining.edu
Academic & Faculty Assignments..... David Thompson, Manager of Instruction
..... dthompson@ptitraining.edu
Class Schedules, Program Changes Amelia Boli, Registrar
..... aboli@ptitraining.edu
Financial Aid Inquiries..... Emeline Latu, Manager of Financial Aid
..... elatu@ptitraining.edu
Grading & Assignments Contacts for Faculty Members listed on the course page
Job Search Angela Savoca, Career Services Manager
..... asavoca@ptitraining.edu
Payment of Fees Issa Sayegh, Manager of Student Accounts
..... isayegh@ptitraining.edu
Research and Library Marni Troop, Research & LIRN Coordinator
..... mtroop@ptitraining.edu
Suggestions and or Grievances Nicole Coyle, Student Services Manager
..... ncoyle@ptitraining.edu
Activities, Advisement, Guidance & Services..... Student Service Specialist
Student Service Specialists are assigned according to students' last names:
Last initials A-B..... Steve Arnold, sarnold@ptitraining.edu
Last initials C-E..... Jessica Baeza, jbaeza@ptitraining.edu
Last initials F-I Racheal Bauler, rbauler@ptitraining.edu
Last initials J-L Martie Combs, mcombs@ptitraining.edu
Last initials M-MN Ashley Bowley, abowley@ptitraining.edu
Last initials MO-Q..... Karen Aonga, kaonga@ptitraining.edu
Last initials R-S Sarah Kleinman, skleinman@ptitraining.edu
Last initials T-Z Yvonne Pipkin, ypipkin@ptitraining.edu

CORPORATE INFORMATION

RSTM, dba Performance Training Institute, is a Delaware L.L.C. owned by Barth Educational Investments, LLC.

The school is approved by the New Jersey State Departments of Education and Labor and Workforce Development.

The school is licensed by the Arizona State Board for Private Postsecondary Education.

The school is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

BOARD OF DIRECTORS

Robert K. Barth
Russell W. Roenick
Mieke C. Gibson

PERSONNEL

Mieke Gibson
Chief Operating Officer
BA Communications – University of Amsterdam

Patty Adamthwaite, CPA
Accounting Manager
BSc Accounting Arizona State University

Allen DeGraffenreid
Director of Admissions
BA Psychology Ohio State University

Christopher Henry
Director of Operations
BA Communications Arizona State University
BS Business Administration Arizona State University
MS Business Administration University of Phoenix

Sharon Milosovic
Vice President of Education
BA English DePaul University
MA Liberal Studies DePaul University
Ed.D. Educational Leadership Argosy University

Abby Nickerson

Director of Financial Aid and Student Accounts
BS Family Resources and Human Development Arizona State University

Denise Zaruba, CPA

Manager of Human Resources
BS Accounting University of Alabama, Tuscaloosa
MS Tax Accounting University of Alabama, Tuscaloosa

Administrative Staff/Faculty: Ground Campus School

Michael Gall

Campus Director

Sharon Milosovic

Campus Co-Director /Vice President of Education
BA English DePaul University
MA Liberal Studies DePaul University
Ed.D. Educational Leadership Argosy University

Mary G. Cembor

Manager of Instruction
BS Education, Notre Dame College of Staten Island

Denise Esposito

Career Services Coordinator
AA Accounting Edward Williams College
Certificate, Performance Training Institute
NHA Certified Medical Administrative Assistant

Jared Thiel

Admissions Representative
Certified Personal Trainer/Certified Massage Therapist

Rosemary Tursi

Registrar
Certificate, Performance Training Institute

Juanita Dryer

Financial Aid Representative
BA Sociology, Arizona State University

Faculty

Connie Camp

Microsoft Office Specialist Certification
Certified QuickBooks User

Amy Pazaryna, CPC

Certificate Medical Office Specialist Ocean County College
Certificate Medical Billing and Coding Specialist Brookdale Community College
Certificate Business Administration Middlesex Community College
National Healthcareer Association
Certified Billing and Coding Specialist
Certified Medical Administrative Assistant
Certified Healthcare Instructor

Ellen Shorosky

Certificate Business Administration Ocean County College
Certificate Medical Transcription Grace Institute
National Healthcareer Association
Certified Billing and Coding Specialist
Certified Medical Administrative Assistant
Certified Healthcare Instructor

Administrative Staff/Faculty Online Programs

Amelia Boli

Registrar
BS Japanese Language The Ohio State University
M.Ed. Education Loyola College in Maryland

Nicole Coyle

Student Services Manager
BS Education Arizona State University

James Frazier

Marketing Manager
BA Visual Arts Collins College

Emeline Latu

Manager of Financial Aid
BS Accounting University of Phoenix (in progress)

Mark Linnehan

Manager of Learning Resources
AA Computer Science San Diego Community College
BS Organizational Behavior University of San Francisco
MHROD Human Resources & Organizational Development University of San Francisco

Issa Sayegh

Manager of Student Accounts
BS Economics and Finance Manhattan College

Angela Savaca

Manager of Career Services
BA Family Resources and Human Development Arizona State University

Courtney Sherrill

Manager of Admissions

David Thompson

Manager of Instruction
BS Education Southern Illinois University
MA Management Webster University
Ph.D. Educational Leadership Capella University (in progress)

Jon Villareal

IT Manager
AAS Information Technology Maricopa Community College (in progress)

Faculty

Reyna Arthur

AA General Studies Paradise Valley Community College
BA Sociology-Arizona State University
MA Sociology-Arizona State University

Bob Combs

BS Business Administration/Finance Arizona State University

Justine Dusanek, CPC

NCCT – Certified Medical Billing and Coding Specialist
Certificate Medical Insurance Billing and Coding Everest College Phoenix

Donna Fine, CPC

NCCT – Certified Medical Billing and Coding Specialist
AAS Secretarial Science-Medical Nassau Community College

Sandra Kirkland

MBA Arizona State University
BS Business University of Phoenix

Melissa Kline, NRCMA, NRCCS

BA Medical Assistant Thompson Institute “In Progress”

Amy Langord, CPC-H

BS Healthcare Administration University of Phoenix
MS Health Administration and Education University of Phoenix

Devon Lewis, CPC

AMAC Radiation Oncology Certified Coder

Diploma Medical Transcription Arizona Institute of Business and Technology

Janet McKenna

BA Marketing Eastern Michigan University

Jeffery Phillips

BS Computer Science Arizona State University

MS Computer Science Arizona State University

Jennifer Rivenbark, RHIT

AS Health Information Management James Sprunt Community College

Diana Sehkon

BS Business Administration and Human Resources Management Mankato State University

Kelly Titus, CPC-I

AA Business Administration Fresno City College

AA Liberal Arts Fresno City College

BA Business Administration University of Phoenix "In Progress"

Marni Troop (Online Library Facilitator)

BA English Jacksonville University

MA Professional Writing University of Southern California

MA Rhetoric & Composition Loyola Marymount University

MA Ed Secondary Teacher Education University of Phoenix

Linda Walker, CPC

Certificate Medical Insurance Billing and Coding Everest College Phoenix

Certificate Modern Office Skills Bryant & Stratton Business College

Jennifer Werner

BS Elementary Education Northern Arizona University

MEd Educational Technology Northern Arizona University

Aprilan Woolworth

A.A.S. General Studies Paradise Valley Community College

Certificate Nursing Assistance Paradise Valley Community College

A.S. Health Information Management Phoenix College (In progress)

TUITION/ ESTIMATED FEES

	Microsoft Office Business Applications	Medical Administrative Assistant	Medical Office and Administrative Specialist with Billing and Coding	Medical Office and Administrative Specialist with Billing and Coding Online
Clock Hours	540 hr.	540 hr	920 hr	920 hr
Weeks	20 wk	20 wk	50 wk	50 wk
Credit Hours	35	35	60	60
Tuition	5800	5800	17928	17928
Books	700	700	1032	1032
Computer	0	0	0	400
Totals	6500	6500	18960	19360

Comparable program information related to tuition, program and program length may be attained from the **Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd. Suite 302, Arlington, VA 22201, and (703) 247-4212.**

SCHOOL CALENDAR 2011

Ground Campus New Jersey 2012 Calendar

January 9, 2012	Course Start
January 16, 2012	Martin Luther King Day
February 13, 2012	Course Start
February 20, 2012	President's Day
March 19, 2012	Course Start
April 23, 2012	Course Start
May 28, 2012	Memorial Day
May 29, 2012	Course Start
July 2, 2012	Course Start
July 4, 2012	Independence Day
August 6, 2012	Course Start
September 3, 2012	Labor Day
September 10, 2012	Course Start
October 15, 2012	Course Start
November 19, 2012	Course Start
November 22 & 23, 2012	Thanksgiving
December 24, 2012-January 6, 2013 (Classes resume January 7, 2013)	Winter Break

Online Program 2012 Calendar

January 9, 2012	Course Start
February 13, 2012	Course Start
March 19, 2012	Course Start
April 23, 2012	Course Start
May 28, 2012	Course Start
July 2, 2012	Course Start
August 6, 2012	Course Start
September 10, 2012	Course Start
October 15, 2012	Course Start
November 19, 2012	Course Start
December 24, 2012 – January 6, 2013	Winter Holiday Break
Classes resume on January 7, 2013	

DISCLAIMER

The contents of this catalog represent the most up-to-date information at the time of publication. Obviously, during the period covered by this catalog, it is understandable that Performance Training Institute may make some changes. The School reserves the right to make changes regarding curriculum, requirements, policies, and fees, without notice. Therefore, the provisions of this catalog are not to be regarded as an irrevocable contract between Performance Training Institute and the student.

Student Catalog Addendum A: State Licensure

February 1, 2012

Student Catalog Addendum CY11-12 Version 1112-4

February 1, 2012

Performance Training Institute is located and licensed in the State of New Jersey. Performance Training Institute is also licensed in the States of Arizona and Wisconsin. Additionally, Performance Training Institute has applications for licensure pending in the following state:

Wyoming

Additionally, Performance Training Institute has registered with the following states according to that state's requirements:

Illinois
Kentucky
North Dakota
Oklahoma
Oregon
Pennsylvania
Rhode Island
Vermont
Washington, DC

Performance Training Institute is not required to have licensure in the following states:

Alabama	Louisiana	New Mexico
Alaska	Maine	Ohio
Arkansas	Maryland	South Carolina
Colorado	Massachusetts	South Dakota
Connecticut	Michigan	Texas
Delaware	Minnesota	Utah
Florida	Mississippi	Virginia
Georgia	Missouri	Washington
Hawaii	Nebraska	West Virginia
Idaho	Nevada	
Indiana	New Hampshire	
Iowa		

Performance Training Institute has notified the following states of its presence but has not received a response:

California

Kansas

New York

North Carolina

Performance Training Institute does not enroll residents of Montana.

Performance Training Institute is dedicated to adhering to the requirements of each state. If you have questions about the requirements in your state, please contact Sharon Milosovic, Vice President of Education and Compliance at smilosovic@ptitraining.edu.

Student Catalog Addendum B: Wisconsin Refund Policy

January 2012

Refund Policy for Wisconsin Residents

The student will receive a full refund of all money paid if the student:

1. cancels within the three-business-day cancellation period under EAB 6.04;
2. accepted was unqualified and the school did not secure a disclaimer under EAB 9.04;
3. enrollment was procured as a result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rate refund as follows:

<u>At Least</u>	<u>But Less Than</u>	<u>Refund of Tuition</u>
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no	no refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The School will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive a refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, the school may refund a pro rata amount; if withdrawal is due to mitigating circumstances beyond the student's control.

A written notice of withdrawal is not required.