

TRAV-L-WORLD COLLEGE
(Security Training & Placement Academy)



SCHOOL CATALOG

5555 West Manchester Avenue, Los Angeles Ca. 90045
Phone: 310-215-0200 Fax: 310-215-0205

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The provisions of this publication are not to be regarded as an irrevocable contract between the student and **TWC & STPA**. The college reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period. The most current and complete information is available in the main office and the schools main bulletin board.

Catalog Revisions

TWC & STPA reserves the right to make changes to the catalog when necessary without prior notice.

All information contained in this school catalog is current, correct and certified by Augustine Blas, Director. The School Catalog is updated every year; updated June 20, 2012 through May 31, 2013.

COLLEGE INFORMATION

TRAV-L-WORLD COLLEGE (Security Training & Placement Academy)

5555 West Manchester Avenue
Los Angeles, CA 90045
Phone: 310 215 – 0200 Fax: 310 215-0205

Private Security... A fast growing industry that is changing the way corporations are looking at security agents. No longer is an industry for a “warm body”, security coming into its own. Upscale corporations are demanding knowledgeable agents who can reduce their liability and work alongside their employees, in exchange for steady work, benefits, better pay and a chance for advancement.

TRAV-L-WORLD COLLEGE (TWC) and Security Training & Placement Academy (STPA) offers the following programs:

Private Security Training.....120 Hours

Security Training.....40 Hours

INTRODUCTION TO OUR SCHOOL

Welcome to **TWC & STPA**, You have taken the first steps towards joining an exciting, diverse and growing industry. You have chosen a business that is dynamic and very rewarding.

At **TWC & STPA** we will teach you the skills and techniques needed to help you become a knowledgeable and successful private security individual. We offer a program unique to most Private Security programs: Our instruction includes procedure and theoretical teaching as well as up to date information about the private security industry. You will become familiar with all standard forms, documentation reference materials

Product Knowledge and Excellent Service will distinguish you from the average Security Employee!!

SCHOOL'S MISSION AND OBJECTIVES

The philosophy of **TWC & STPA** is to provide competency based job training through a skill oriented learning process. In implementing this philosophy, the Academy identifies the security programs which will serve the needs of local employers, and designs courses which will prepare students for careers in a reasonable period of time.

This philosophy has formed the basis for the following objectives:

To produce graduates who have achieved marketable skills in a range of security field trusted careers.

To develop the total person by improving traits embodying proper human relations, poise, self-direction and self-esteem

COLLEGE HISTORY

TRAV-L-WORLD AGENCY was founded in 1986. In 1989 TRAV-L-WORLD COLLEGE was founded and was located at 13101 West Washington Boulevard. Suite 121, Los Angeles, CA 90066

In June of 2009, TRAV-L-WORLD COLLEGE was acquired by Contemporary Services Corporation (CSC) “The Leader in Crowd Management” with a history of almost 50 years in the industry. CSC relocated TRAV-L-WORLD COLLEGE, School and Office, to its current location 5555 and 5557 W. Manchester Ave., L.A., CA 90045, phone (310) 215- 0200, fax (310) 215 – 0205. CSC provides services to venues and clients in the City and County of L.A., across the country and internationally.

CSC acquired the school with the intent to broaden its involvement with local programs in training and placement of qualified candidates in the Security Industry. With the partnership between CSC and TRAV-L-WORLD COLLEGE, we have the ability to place graduates from the School immediately in part time positions while assisting them in full time Job Placement.

TWC & STPA offers training on becoming a complete professional within the Private Security Industry. Day and evening classes are available. By limiting the class size and developing a course that is challenging, both technically and theoretically, **TWC & STPA** is able to maintain the highest standard of vocational education. Theory, practice, traditional reference materials and modern innovations are used to give the student the best advantage in an atmosphere that is fast moving, stimulating, and comprehensive.

FACILITIES AND EQUIPMENT

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with any and all federal, state and local ordinances and regulations, including requirements as to fire safety, building safety health and ADA regulations.

TWC & STPA Office are located at 5555 West Manchester Avenue, Los Angeles, CA 90045. Classes are held next door at 5557 West Manchester Ave., Los Angeles, CA 90045. Located in the Manchester LAX Plaza, the school is within easy commute of the 405 and 105 freeways as well as public transportation. On site parking is available at no additional cost.

The classroom is equipped with a CD/VCR player, television, Batons, Baton Training Bag, Radio Equipment, Pepper Spray, and Equipment Belts.

TWC & STPA maintains a library in the classroom. The library contains reference materials and magazines related to the security field. Students are encouraged to review items in the library before and after class as well as during breaks.

APPROVAL DISCLOSURE STATEMENT

In July 2007, the California law that governed and approved private postsecondary institutions became inoperative. Although the law no longer existed, TRAV-L-WORLD COLLEGE, a private institution, continued to operate in compliance with the previously existing law (insofar as compliance was possible)

What You Should Know About Our State Re-Approval

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 431-6959, or toll-free at (888) 370-7589, or visit its website at www.bppe.ca.gov.

As of January 2010, the Bureau for Private Postsecondary Education (BPPE) was created to oversee private, postsecondary institutions, including TRAV-L-WORLD COLLEGE. Under this new law, our Approvals to Operate has been extended until 2013 pursuant to Section 94802 (b)(2).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education** at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Previous editions of the Catalog are available to University students upon request.

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

AUTHORIZED APPROVAL

TWC & STPA are recognized, authorized and approved by the following organization:

- ❖ The Bureau of Security and Investigative Services (BSIS)

PROGRAM INSTRUCTORS

All instructors are required to maintain authorized licensing from the State of California Bureau of Security and Investigative Services (BSIS), Training Instructor Certificates as well as maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other course related teaching.

HOURS of OPERATION

Office

Office hours are 9:00 AM to 5:00 PM from Monday through Friday

Class Schedule

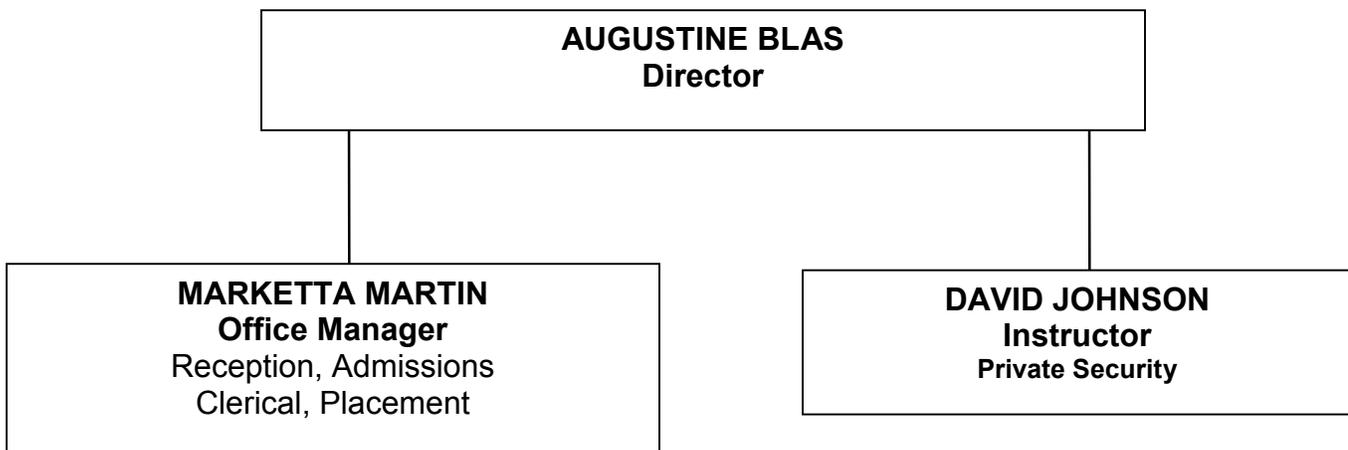
Monday-Friday: 1:30PM - 5:30PM

Holidays observed at TWC & STPA

- ❖ New Years Day
- ❖ Memorial Day
- ❖ Independence Day
- Labor Day
- Thanksgiving Day (Thursday and Friday)
- Christmas Eve and Day

Changes in scheduling information will be announced to the student in advance.

ORGANIZATION and MANAGEMENT



DIRECTOR and INSTRUCTOR QUALIFICATIONS

AUGUSTINE BLAS, is the Director of **TWC & STPA** and brings with him over 30 years of experience in the field of Corporate Security, Facilities Management, Event Security and Training in the Security Field.

In the last 15 years with CSC Mr. Blas has acquired certification as a Fingerprint Roller and is a qualified Live Scan provider. He holds a valid California Security Guard Card, Firearm Permit, Baton and Tear Gas Certification and is also a member of Calsaga (State Organization responsible for representing Security Companies at the State Level). Under CSC, he has State certification to manage, administer and implement its training programs to its employees and outside solicitors.

Mr. Blas has created staffing levels for Events such as Festival of Books held annually at UCLA, SAG Awards (Screen Actors Guild), NAACP Image Awards, Kids Choice Awards and was a Security Manager with the Los Angeles Dodgers for 7 years and served as part of the management team for many events throughout the state.

Mr. Blas has vast experience and know how in the industry to help find the best possible fit for graduates entering the Security Job Market. In the near future, the school name will change and Mr. Blas is tasked with taking this school into a new era and raising the level of service with new programs and a more defined focus in security.

DAVID B. JOHNSON is a BSIS licensed Baton and Firearm instructor and Private Patrol Operator with over 20 years of diverse experience, including directing and coordinating operations and Federal, State and local law enforcement agencies.

Mr. Johnson has served on the State of California Bureau of Investigative Service Firearm Panel as a subject matter expert and is a Department of Justice Firearm Instructor. He has a State of California BPPEV Teaching and Director's Certificate. Mr. Johnson is a certified Polygraphist and Legislative Vice President of the International Association of Police Polygraphers (IAPP), former Los Angeles District Governor of California Association of License Investigators (CALI), and a current member of CALI. Mr. Johnson is a California Superior Court Expert Witness for Handgun Safety and Polygraph. He is also on the Expert Witness list in California and Arizona.

Mr. Johnson and his company DVL, Inc have been full members of the California Association of Licensed Investigators since 1997. Mr. Johnson is also a member of Los Angeles County Criminal Defense Investigators Association and the San Diego Chapter of National Latino Peace Officers Association.

ADMISSION CRITERIA

ADMISSION

Admission requirements are based largely upon the student's ability to meet the requirements of the Private Security Field. A strong motivation to learn, and a desire to pursue a career are important considerations. No person shall be denied admission or any other rights and privileges of attending **TWC & STPA** because of race, creed, color, national origin sex or handicap. All persons enrolling in the **TWC & STPA** must meet the following criteria:

- Be a minimum of 18 years old
- Have no criminal convictions for any immorality or crimes above a petty offense level
- Possess a High School Diploma, GED or have the ability to benefit from training.

ENGLISH as ENGLISH as a SECONG LANGUAGE (ESL) INSTRUCTION

TWC & STPA does not offer ESL instruction. Students must be able to read, write, speak, understand and communicate in English.

CREDIT for PRIOR TRAINING

TWC & STPA has not entered into an articulation or transfer agreement with any other institution for prior training credit.

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

The transferability of credits you earn at **TWC & STPA** are at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Private Security Training is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **TWC & STPA** to determine if your certificate will transfer."

APPLICATION PROCEDURES

After an initial application has been submitted, an interview is arranged between the applicant and a member of the admissions staff. During the interview an assessment is made of the applicants' attitude, ability, interest and motivation. Once the applicant is accepted, they may register for the course. At this time the registration fee of \$75.00 is required. The applicant will also need to sign the contract for the payment schedule desired for the balance of the tuition.

ENROLLMENT REQUIREMENTS

Students may enroll on a continuous basis. Each course will consist of 6 consecutive weeks of class. The student's record will document their progress as well as any deviations that are permitted.

ACADEMIC POLICIES AND INFORMATION

ATTENDANCE POLICY

Students are expected to attend classes as scheduled, as they would be expected to be present for work. Absences and tardiness will be recorded. If a student misses five (5) consecutive days of class without notification, his/her enrollment will be interrupted. Students are encouraged to schedule medical or other personal appointments during non-school hours

Students are encouraged to attend all classes. **TWC & STPA** understands that there may be extenuating circumstances that may interfere with attendance. Absence will be considered as excused under the following circumstances: illness, death or birth in the immediate family and other valid reasons substantiated in writing, and at the discretion of the School Administrator. All other circumstances will be considered unexcused. Students are required to make-up for the lessons, and exams missed due to absenteeism.

Students with five unexcused absences in any class will receive written notification of academic probation for a period of one (1) month. Any unexcused absences during any probationary period will be cause for interruption of the student's training program.

The Administrator will counsel students failing to maintain satisfactory attendance. If attendance fails to improve, the School Administrator may be forced to dismiss the student, if the cause for unsatisfactory attendance has not been corrected.

TARDINESS

Students who arrive for class 10 minutes after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Excessive tardiness and/or early departures may lead to probation or dismissal from school. Students who miss more than 50 percent of the daily scheduled class will be considered absent from class and marked absent on their official attendance record.

LEAVE OF ABSENCE

The College may grant a Leave of Absence (LOA) provided that:

1. The LOA does not exceed sixty (60) days, unless it is the result of a medical condition in which case a written recommendation from a physician required. Medical LOA's are limited to six (6) months.
2. Students who are on probation at the college when beginning a LOA return from LOA under the same probationary conditions as when they left their training program.
3. The LOA must be requested in writing.
4. The student is otherwise in good standing with the College.

PROGRESS/GRADING SYSTEM

For a student to be considered maintaining "**Satisfactory Progress**" a student must maintain an overall Minimum cumulative grade point average of 70%, "C" or better and be progressing though his/her course of study in a timely manner as to complete the course within the maximum time frame. Failure to abide by the grading policy may result in probationary action

<u>GPA PERCENT</u>	<u>LETTER GRADE</u>	<u>INTERPRETATION</u>
90% - 100%	A	EXCELLENT
80% - 89%	B	GOOD
70% - 79%	C	SATISFACTORY
60% - 69%	D	UNSATISFACTORY
BELOW 60%	F	FAILED

ACADEMIC PROBATION

When the grade point average of a student is unsatisfactory for a complete calendar month, (below 60%) the student shall be placed on probation. If during the next thirty days the student's grade is still unsatisfactory, the student will be interrupted.

CONDITIONS FOR INTERRUPTION FOR UNSATISFACTORY PROGRESS

When the grade point average of a student is unsatisfactory for a complete calendar month, (below 60%) the student shall be placed on probation. If during the next thirty (30) days the student's grade is still unsatisfactory, the student will be interrupted.

CONDITIONS FOR RE-ENROLLMENT

Re-enrollment or re-entrance will be approved after evidence is shown to the Director's satisfaction that conditions which with caused the interruption for unsatisfactory progress has been rectified.

DEVELOPMENTAL CHART

The proficiency of each student is measured at specific intervals to determine their ability to perform the tasks they are being trained for. Students must complete the course, attaining the minimum score indicated for certain factors important to a security officer. Attaining this measure, and passing the Final Exam with a Grade of "C" or better, qualifies a student for graduation.

STUDENT ABILITY	PROFICIENCY LEVEL	MINIMUM GRADE
Obtain Security Registration & Permits	Pass the State Test and Class Examination	100%
Complete training and Registration in the use of weapons	Pass the State Test and Class Examination	90%
Use/Knowledge of Baton & Handcuff Techniques	Class examination; Issuance of PR24 Certificate	90%
Completion of training In CPR/Basic First Aid	Class Assignments	100%
Ability to complete Daily Logs and Incident Report	Class examination and Report Writing Assignments	75%
Familiarity with Loss Prevention methods	Field and Class Assignment	90%
Ability to Communicate	Class examination And assignments	80%

COURSE DESCRIPTION

PRIVATE SECURITY GUARD TRAINING

Class Location
TRAV-L-WORLD COLLEGE
(Security Training & Placement Academy)
5557 West Manchester Avenue,
Los Angeles, CA 90045

Days: Monday – Friday, Hours: 1:30 – 5:30
Length of Program: 6 WEEKS, 120 HOURS
2 WEEKS, 40 HOURS

CAREER OPPORTUNITY

Private Security is a spectacular career. It is projected as the number one industry in the 21st century. The job choices in Private Security are as varied as the industry itself and depend on individual interests and experience. Students will learn to utilize their customer service skills to bring the most professional image to the company as a whole. A knowledgeable professional will never be limited by any one discipline.

EDUCATIONAL OBJECTIVES

TWC & STPA is an educational training center specializing in Security Industry knowledge. Upon completion, students will be able to perform the following entry-level Security functions:

- Know the basic requirements of security principles, business and industry
- Have a basic understanding of the security field and the legal issues that impact security in general
- Know the role of the security guard to observe, report and document
- Know the various areas within the security field that apply to the overall scope of duties to be performed on a post day to day

TUITION and FEES

Private Security Training 6 weeks

Total Paid to School: \$3,500.00 (3,417.50 tuition + 75 Registration Fee + \$7.50 STRF Fee) = \$3,500.00

Tuition includes all Books, Supplies, Permits and Equipment

Security Training 2 weeks

Total Paid to School: \$1,500.00 (1,422.50 tuition + 75 Registration Fee + \$2.50 STRF Fee) = \$1,500.00

Tuition includes all Books, Supplies, Permits and Equipment

PRIVATE SECURITY TRAINING 6 WEEKS

CAREER PATH

Security Guard Armed or Unarmed Patrol Loss Prevention Armor Truck Security

Facility protection and patrol procedures; Emergency situation Handling, Documentation, Business & Profession Code; Arrest techniques; Communications; Threat/Risk Management; Bomb search techniques, Firing Range Situations

All permits included: Guard Card, Tear Gas, Baton, Firearm and CPR/First Aid Certifications

- One on One, hands on Training
- Resume Assistance
- All Certificates required for employment
- Continuous Placement Assistance

OVERVIEW OF COURSE OUTLINE

Private Security Training

- Principles of Security
- Business and Professions Code
- Report Writing, Terminology
- Baton and Tear Gas usage
- Reports: DAR & Incident
- Firearm Training
- Handcuffing and Suspect ID
- Documentation: Accident; Shoplifting
- Facility Protection
- Career Development
- PTA and WMD
- Legal Issues, Search & Seizure
- Communications Internal/ External/ Radio
- First Aid/CPR
- Loss Prevention & Arrest Techniques
- Cultural Awareness
- Emergency Situations
- Sexual Harassment
- Public Relations

PERMIT TRAINING

Guard Card Baton Tear Gas Certificate Firearms CPR/First Aid Certificate

COURSE INFORMATION

Course Title:	Private Security Training
Course Length	120 hours
Maximum occupancy per session	10 Students
Week 1/20 Hours	Intro. to Security Management, BSIS AB2880
Week 2/20 Hours	BSIS AB2880 BIP Baton, Tear Gas, First Aid/CPR
Week 3/20 Hours	Legal and Report Writing, Firearms
Week 4/20 Hours	Retail Security & Loss Prevention
Week 5/20 Hours	Industrial Security
Week 6/20 Hours	Executive Protection/Homeland Security

(Sequence of classes, subjects or order of material subject to change due to instructor or guest speaker change of schedule or government legislation)

Class Descriptions

Intro. to Security Management, BSIS AB2880.....20 Hours

The student will learn "What is Security Management" Understanding the Occupation as well as the importance of the Security Agent. What is professionalism within the security industry? Students will familiarize themselves with the California Penal Code, WMD and PTA, Intro to Report Writing: DAR & Incident. The state's Power to Arrest exam is given.

BSIS (cont), Tear Gas, Baton, First Aid/CPR.....20 Hours

Students learn radio communication procedures and standard communication codes. The theories of how to use the side handle Monadnock (PR-24) and the expandable baton. Introduction to take down procedures, control holds, strikes and the legal liabilities of baton use. Appropriate use of tear gas and its effects, First Aid/CPR/AED certification. Career Development.

Legal /Report Writing, Firearms.....20 Hours

This module continues with introducing the student to various types of crime and arrest procedures and the California Penal Code. What are the different kinds of investigative reports? Investigative terminology, Investigative Methodology used. The importance of grammar and sentence structure will be discussed. Firearm: Preparation, Testing and Range.

Retail Security /Loss Prevention.....20 Hours

Students will become aware of the general rules of observation for store security; observing merchandise; observing store customers, handling shoplifters and patrolling parking facilities.

Laws of Search and Seizure.....20 Hours

A detailed course in law as it pertains to the search and seizure concept with case law. Students will learn memory development and identification techniques, how is evidence gathered and protected and how to communicate physically.

Emergency Situations And Officer Survival.....20 Hours

Student learns practical knowledge pertaining to fire safety and prevention. Discussions on how to deal with crowd control, traffic control, gangs and terrorism. Career Development (cont)

A Certificate of Completion is given upon completion of the 6 week, 120 hr program

(The School reserves the right to substitute any module to current industry paperwork, change due to instructor or guest speaker change of schedule or government legislation)

Security Guard Unarmed Patrol Loss Prevention

OVERVIEW OF COURSE OUTLINE

Security Training

- Principles of Security
- Business and Professions Code
- Report Writing, Terminology
- Baton and Tear Gas usage
- Reports: DAR & Incident
- Career Development
- PTA and WMD
- Intro Legal Issues, Search & Seizure
- Public Relations
- First Aid/CPR
- Communication

PERMIT TRAINING

Guard Card Baton Tear Gas Certificate CPR/First Aid Certificate

COURSE INFORMATION

Course Title:	Private Security Training
Course Length	40 hours
Maximum occupancy per session	10 Students
Week 1/20 Hours	BSIS AB2880 BIP 7583.6 Compliance
Week 2/20 Hours	BSIS(Cont), Baton, Tear Gas, First Aid/CPR, Career Development

(Sequence of classes, subjects or order of material subject to change due to instructor or guest speaker change of schedule or government legislation)

Class Descriptions

Intro. to Security Management, BSIS AB2880.....20 Hours

The student will learn "What is Security Management" Understanding the Occupation as well as the importance of the Security Agent. What is professionalism within the security industry? Students will familiarize themselves with the California Penal Code, WMD and PTA, Intro to Report Writing: DAR & Incident. The state's Power to Arrest exam is given.

BSIS (cont),Tear Gas, Baton, First Aid/CPR.....20 Hours

Students learn radio communication procedures and standard communication codes. The theories of how to use the side handle Monadnock (PR-24) and the expandable baton. Introduction to take down procedures, control holds, strikes and the legal liabilities of baton use. Appropriate use of tear gas and its effects, First Aid/CPR/AED certification, Career Development

A Certificate of Completion is given upon completion of the 2 week, 40 hr program

(The School reserves the right to substitute any module to current industry paperwork, change due to instructor or guest speaker change of schedule or government legislation)

FINANCIAL INFORMATION

TUITION AND FEES

The school reserves the right to make changes in the tuition, fees, curriculum, books and supplies as necessary, without prior notice. The school can negotiate tuition (e.g. lesser) for contractual training, such as for the Veterans Administration and/or eligible entities. Tuition and fee changes will not affect currently enrolled students

Financial Aid

This institution does not participate in federal and state financial aid programs.

Payment Policy

Students assume responsibility for payment of tuition costs in full, either through direct payment, or through Third Party. Students will make all financial arrangements before the beginning of classes. The school administration will contact students who are delinquent in paying tuition and fees to make specific arrangements to remove the delinquency.

Loan

If a student obtains a loan to pay for his or her fees, the responsibility for repaying the full amount of the loan plus interest, less the amount of any refund, lies solely with the student. **TWC & STPA** are not approved to receive federal student financial aid funds.

METHOD OF PAYMENT

Tuition must be made payable to TWC & STPA either in cash, check or money order. The students may arrange Installment payments at the discretion of the school on an individual basis.

CANCELLATION and REFUND POLICY

STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) day after enrollment,

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this agreement, attention Augustine Blas, Director. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement. You will be given a notice of cancellation form to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return it to the school within thirty (30) days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the thirty (30) day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the School will refund any money that you paid, less any deductions for equipment, including books or other materials, not timely returned in good condition within thirty (30) days after your notice of cancellation is received.

Remember that you must cancel in writing. You do not have the right to cancel by telephone message to the school, or by not attending class.

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

NOTICE TO STUDENTS WHO USE PRIVATE LOANS TO PAY FOR COURSES. If a student obtains a loan to pay for his or her fees, the responsibility for repaying the full amount of the loan plus interest, less the amount of any refund, lies solely with the student.

NOTICE TO STUDENTS WHO DEFAULTS ON A FEDERAL OR STATE LOAN. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1)

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. **TWC & STPA are not approved to receive federal student financial aid funds**

WITHDRAWAL FROM COURSE

Students have the right to **withdraw** from a program of instruction at any time. After the cancellation period, a student who has completed 60 percent or less of the program of instruction described in the Enrollment Agreement may withdraw from the program and receive a pro rata refund of the unused portion of the tuition fees minus a non refundable registration fee of \$75.00. If a student has completed more than 60 percent of the program there is no refund to the student.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal
- b. The school terminates your enrollment
- c. You fail to attend for a three-week period. Date of the withdrawal shall be deemed to be the last date of recorded attendance.

The school will calculate earned tuition by dividing the hours available at termination by the total hours in the program. The outcome is percentage completed, and multiplied by the tuition. The total amount due will include the addition of the \$75 termination fee. If the amount the students paid is more than the amount that he/she owes for the time the students attended, then the school will make a refund within thirty (30) days from the date of determination or withdrawal. If the amount students paid is less than the amount the students owed for the time the students attended, the students will have to arrange to pay for the outstanding balance due to **TWC & STPA**. The students will receive a **Notice of Refund** by mail from the school within ten (10) calendar days. The students should keep this important notice for safekeeping.

For example, if a student requests a refund after 60 clock hours of a 120 clock hour class has transpired, they will receive \$1675 which is 50% of his \$3500 fee less a \$75 registration fee.

If all of your tuition was paid from a grant, the student will not receive a refund.

If any portion of the tuition was paid from proceeds other than the student, the refund shall be sent to the appropriate agency issuing payment. Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, and the name and address of the entity to which the refund was sent.

STUDENT TUITION RECOVERY FUND

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California Residents who were students approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau)

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.

5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989

You must pay the state-imposed fee for the Student Tuition Recovery Fund if all of the following applies to you:

1. You are a student who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loan, or personal loan, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident
2. Your total charges are paid by a third party, such as an employer, government program, or other payer and you have no separate agreement to repay the third party

For further information, contact: Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, phone number: (916) 431-6959, toll free: (888) 370-7589, fax number: (916) 263-1897.

COMPLAINT PROCEDURE

It is the intent of **TWC & STPA** to provide prompt and equitable decisions toward the resolution of complaints. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Augustine Blas, Director. Should a complaint be made in writing, the school shall respond in writing within 10 days.

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

GENERAL INFORMATION

GENERAL CONDUCT

Students must exhibit courtesy, consideration and respect toward instructors, staff, and other students. Students must observe all school rules. Each student will be given a copy of Student Conduct and **TWC & STPA** reserves the right to suspend or dismiss any student whose behavior disrupts school activities, fellow students or the reputation of the school

CERTIFICATE OF COMPLETION

The document to be issued upon satisfactory completion of the chosen course, and all fees has been paid as per signed contract.

RECORD RETENTION

State law requires that this educational institution maintain school and student records on site for 5 years.

DISCLOSURE OF EDUCATIONAL RECORDS

Students may, at any time, review their educational records. Disclosure of a student's educational records to a third party, except those permitted by law, will not be made without prior written consent of the student.

HOUSING

There is no housing available at the **TWC & STPA** location. No assistance is provided to find housing.

PLACEMENT ASSISTANCE

CSC acquired TRAV-L-WORLD COLLEGE with the intent to broaden its involvement with local programs in training and placement of qualified candidates in the Security Industry. With the partnership between CSC and **TWC & STPA**, we have the ability to place graduates from the School immediately in Part-Time positions while assisting them in full time Job Placement.

Graduates are eligible to register for job placement assistance. While primarily designed to assist recent graduates in arranging job interviews, the College's Placement Service is available to all graduates.

Job placement is not guaranteed since the Job requirement by any given employer must be met in order to be placed, beginning with the interview process to gain employment

LIABILITY

TWC & STPA is not responsible for loss or damage to personal property, for personal injury that may occur while in the school facility or on field trips.