



# Preferred College of Nursing-Bakersfield

2300 Truxtun Avenue, Suite 200 Bakersfield, CA 93301

Phone: (661) 324-2509

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## School Catalog

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**January 2012-December 2012**

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## IMPORTANT

Any questions a student may have regarding this Student Catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education (BPPE)  
Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818  
Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: (916) 431-6959 Toll Free: (888)370-7598  
Fax: (916) 263-1896

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.

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

Be informed that Preferred College of Nursing-Bakersfield has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no 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.).

This catalog is updated annually and reflects all information of the approved curricular programs of Preferred College of Nursing-Bakersfield to provide students and other interested persons prior to enrollment as required by Education Code 94909.

Any concern regarding this School Catalog may be directed to:

Preferred College of Nursing,  
2300 Truxtun Avenue, Suite 200 Bakersfield, CA 93301  
Tel. No: (661) 324-2509 Fax: (661) 324-2677

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## History

Preferred College of Nursing (PCN) is a private institution founded in 1996 in the Los Angeles County's San Fernando Valley. Formerly known as Preferred Training Center has now grown currently into five independent campuses in the Southern California cities of Carson, West Covina, Los Angeles, Van Nuys, Bakersfield and in Northern California at Daly City.

## Mission and Objectives

As we understand the value of education and training in a responsible and productive society, we commit to participate in the process of developing self-worthiness to students who are seeking career opportunities in the health care field.

We aim to provide students with a solid foundation necessary to climb the health care career ladder through the implementation of our curriculum that embodies the following:

**Participation** – that every student will have his/her chances in participating in class activities with emphases in the importance of understanding individual opinions, questions, and the needs for communication;

**Collaboration** - by allowing moments of groups discussions and teamwork acknowledging therefore the individual differences in beliefs, activities and needs; and

**Return Demonstration** – by providing everyone the chance to verbalize, role-play and/or problem-solve a situation.

## Philosophy & Statement

We, in Preferred College of Nursing – Bakersfield believe that health is a dynamic state which we perceive to be a continuum of wellness/illness and that health care today emphasizes *wellness*. This focus is an integral part of our philosophy: to provide students with the knowledge and skills they need to become competent, critical thinkers, and to attain the sensitivity needed to become caring health care provider. The goal of health care education at PCN is to prepare today's students to meet the challenges of tomorrow. This preparation must extend beyond the mastery of facts and skills. Health care provider must be able to combine competence with caring and critical thinking. They must address both the physiologic and the

psychological needs of patients. Professional health care practice continues to evolve and adapt to society's changing health priorities. Nursing education must reflect these changes.

The college believes in the following ideals:

**Person** – is a human being, an individual with physical, mental and emotional, social, spiritual and cultural attributes. A person can perceive, has concept of self and body image. A person is capable of developing, growing, and learning inside oneself when given opportunities within a certain amount of time and space.

**Society** – is composed of individuals or persons, male, and female, with varying needs, ages, cultures, attributes and capabilities for learning and coping. When recipients of knowledge and experiences, individuals can further themselves in functioning and productivity so as to sustain quality living.

**Environment** – is physical location, where the person is a social system, has organization, power, authority, status, and control. This person can make decisions within the setup regarding self-learning process and its success.

**Health** – refers to wellness or illness. It is also the ability to function in dynamic life experiences such as learning and social activities.

**Learning** - is a process of role transaction which involves a certain amount of stress. It includes coping, interaction, and communication while acquiring and applying knowledge and skills that may be applicable to future endeavors. Learning can take place in a given time and within an environment conducive to acquisition of knowledge.

**Education** – is a process of providing, acquiring, and utilizing knowledge and skills, so as to meet the needs of the learner's intellect, emotion, and social attributes with the end-result of achieving a productive and meaningful career.

**Nursing** – is the art and science of assisting clients in the prevention of illness, maintenance of health, and promotion to recovery during differing needs of health conditions.

**Health Care Delivery Systems** - continue to advance with technological changes to improve service to clients in an ever-changing world and with the goal of promoting the quality of life.

An educational institution should be able to provide services comparable to the ever-changing aspects of healthcare and society. Preferred College of Nursing expects to advance further and be at least equally competitive with other education facilities in

the field of healthcare, so that quality education may be provided to the student population it serves.

## Schedule of Operations

The business office is open seven days a week. Courses will be in session seven days a week from 8:00 a.m. to 9:00 p.m., class schedules may vary between available part time and full time programs. The school observes and honors the following holidays: Martin Luther King's Birthday, President's Day, Memorial; Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, and Easter Sunday.

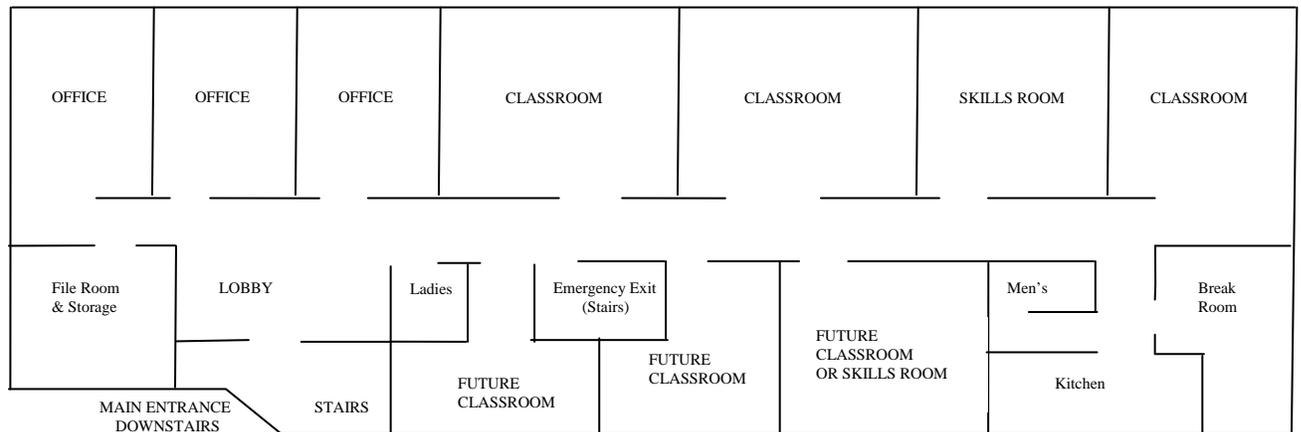
## The School and Its Physical Facilities

Preferred College of Nursing is conveniently found at 2300 Truxtun Avenue, Suite 200, Bakersfield, CA 93301. It is easily reached by car or public transportation. Around it are four major hospitals, banks, church, public library, parks, post office, government offices, restaurants, and shopping malls. The school building is modern and secured.

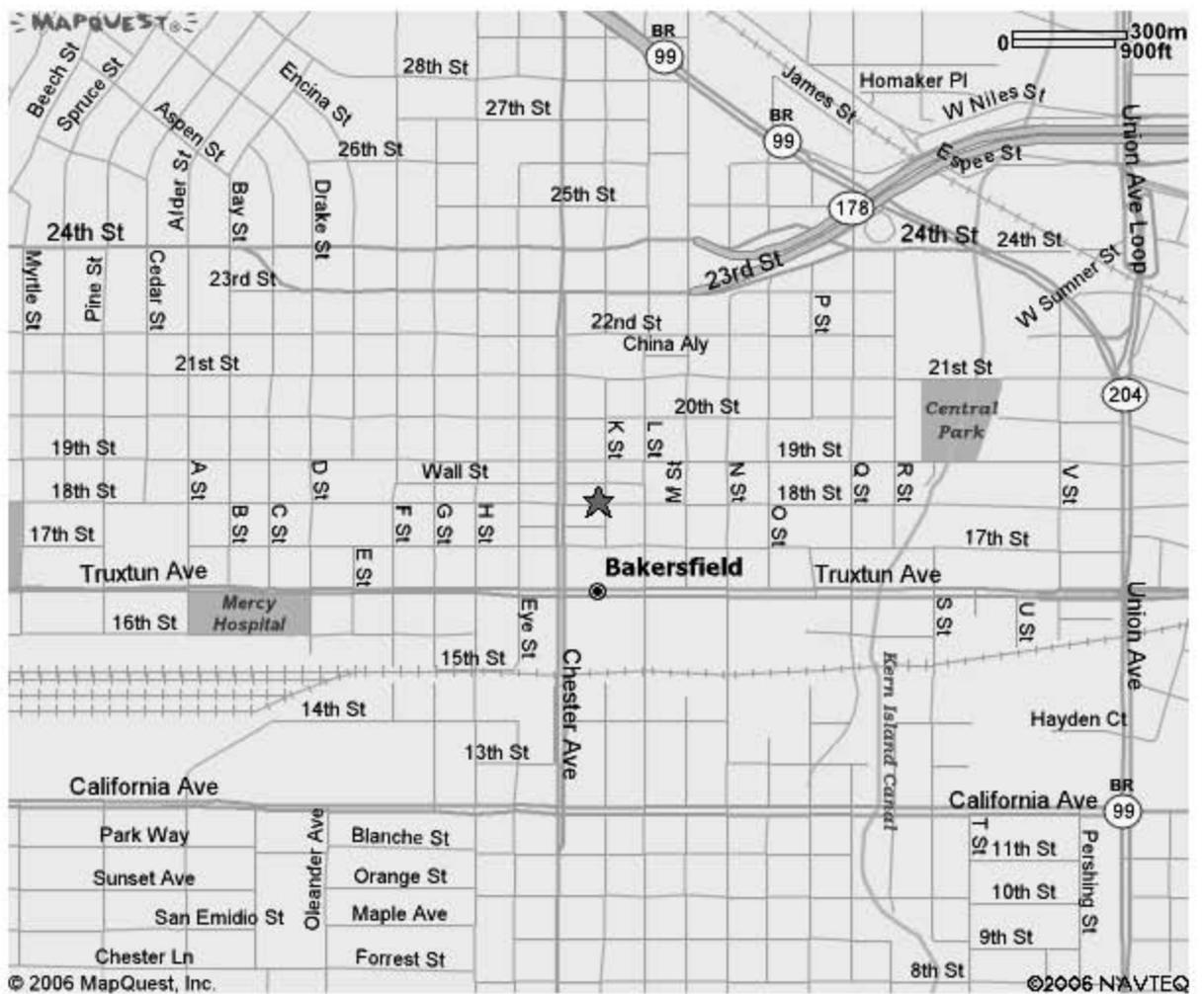
Preferred College of Nursing – Bakersfield does not offer English as a Second Language (ESL) instruction.

The school facilities and its equipment fully comply with the federal, state, and local ordinances and regulations, including those requirements as to fire safety, building and health. The school has currently one safe, well-lighted and ventilated classroom with one skills lab room, and two offices.

Floor Plan:



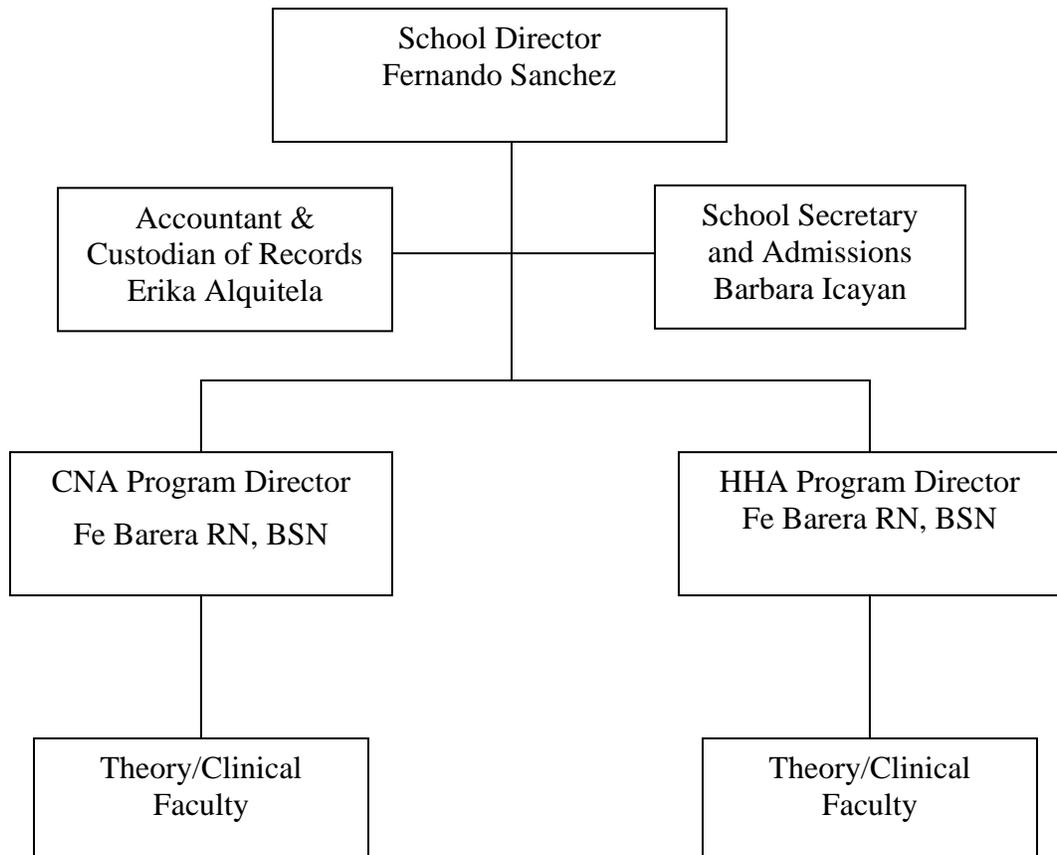
## The School Map



From the 99 Freeway North, take the California Avenue exit; turn right on California Avenue, left on Chester Avenue, left on Truxtun Avenue. The campus is located in the corner building on Truxtun Avenue and B Street. There are limited free parking on the streets surrounding the building and open parking immediately next to the building.

From the 99 Freeway South, take the California Avenue exit; turn left on California Avenue, left on Chester Avenue, left on Truxtun Avenue. The campus is located in the corner building on Truxtun Avenue and B Street. There are limited free parking on the streets surrounding the building and open parking immediately next to the building.

## The School Organizational Chart



## Our Faculty & Staff

The school has sufficient and qualified full-time and part-time faculty and staff equipped with appropriate education, training, and experience to support its programs and services. Faculty members meet both the state minimum qualifications and competency standards to teach or serve in an area.

Our office staff is composed of individuals with diverse areas of preparation based on their specific job responsibilities.

### Faculty Line-up:

1. Fe Barrera (Part-time)..... CNA/HHA (Theory/Clinical)  
BSN..... Siliman University - Dumaguete City,  
Philippines  
Registered Nurse
2. Sheila Casimero (Part-time).....CNA/HHA (Theory/Clinical)  
BSN..... Siliman University - Dumaguete City,  
Philippines  
Registered Nurse
3. Juvina Villegas (Part-time).....CNA/HHA (Theory/Clinical)  
BSN .....St. Paul College - Cebu City,  
Philippines  
Registered Nurse
4. Glynn Villegas (Part-time).....CNA/HHA(Theory/Clinical )  
Vocational Nursing.....Preferred College of Nursing - Van Nuys  
California  
Licensed Vocational Nurse

## The Programs

We offer the following course programs:

- |                                       |           |
|---------------------------------------|-----------|
| 1. Nursing Assistant Training Program | 150 Hours |
| 2. Home Health Aide Training Program  | 40 Hours  |

## **Admission Requirements and Procedures**

Programs are available to students who are:

- Seventeen (17) years of age or older
- Can speak, read, and understand the English language
- Social Security Number
- Medical History & Physical Exam Clearance
- TB Skin Test
- CPR
- Criminal Background
- Live Scan/Fingerprint
- (For HHA only) must be a Certified Nurse Assistant

All enrollment applications are taken in person, student may call to register daily between 9:00am and 5:00pm for upcoming classes.

Preferred College of Nursing does not participate in the Student & Exchange Visitor Program (SEVP) of the Department of Homeland Security (DHS), hence, the school is not approved to admit students from other countries and to issue 1-20 to enroll nonimmigrant students in an M-1 (vocational) visa classification.

## **Requirements for Completion:**

A certificate will be awarded upon successful completion of all courses, with a grade of 75% or better and all other curriculum requirements. Students must also meet all applicable clinical, administrative, clerical, classroom and laboratory skill proficiency standards, and must satisfactorily perform the applicable clinical or practical or hands-on portion of their training. Student must settle all financial obligations from the school.

The following are required number of hours for graduation:

- |                                     |           |
|-------------------------------------|-----------|
| 1. Nurse Assistant Training Program | 150 Hours |
| 2. Home Health Nursing              | 40 Hours  |

## **Eligibility for Licensure:**

This Nurse Assistant Training program is designed to lead to positions in an occupation and career field requiring state licensure.

Upon completion of the program, a graduate may sit for the Nurse Assistant Competency exam for licensure. Documents must be sent to the Aide and Technician Certification Section of the California Department of Public Health Licensing and Certification Program (ATCS). The school sends an original and official transcript showing that the student successfully graduated from the program.

The student must send a filled out copy of the fingerprinting form as well as the completed nurse assistant initial application form.

## **Credit Granting Policy**

The institution will consider credit from other institutions accredited by Bureau for Private Postsecondary Education (BPPE) and approved by the California Public Health Department (CDPH).

Credit will be determined by written and/or practical examinations. In order for credit to be considered, the student must complete the credit granting request form, submit official transcripts of course work, take and pass the written and practical competency exams.

Hours of credit will be calculated based on hours of equivalency. A maximum of 50 hours will be credited after meeting all requirements

Request for credit granting and approval must be done and completed before commencing the program.

### *Experiential Credit:*

The school does not give credit for experiential learning. Experiential Learning refers to learning that is acquired outside of a traditional classroom such as in the case of practicum, internships, student teaching, service learning or cooperative education.

## **Notice Concerning Transferability of Credits and Credential Earned at Preferred College of Nursing**

The transferability of credits you earn at Preferred College of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Nurse Assistant/Home Health Aide Training Programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earned at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek

to transfer after attending Preferred College of Nursing to determine if your credits or certificate will transfer.

## **Attendance Policy**

Students are expected to attend classes regularly at scheduled times. It is the student's responsibility if he or she will be absent or late to notify the school. Any three (3) unexcused absences are considered excessive. Students with three (3) consecutive unexcused absences or four (4) non-consecutive absences will be terminated. Students with excused absence must arrange for make up classes or examination. However, absences will remain on record. There are only three (3) makeup tests or assignments allowed during the course, excluding the final exam.

## **Leave of Absence Policy**

Leave of absence may be granted to a student if acceptable reasons are presented. It should be understood that leave of absence is granted only in extreme cases and must be approved by the Program Director, who will prescribe the duration of the leave of absence and specific conditions for resumption of study.

The period of leave for which the student has been approved may be excluded from the maximum time frame in which an individual student will be expected to complete the program.

The official request for "Leave of Absence" form may be obtained from the Admission and Records office.

## **Criminal Background/Livescan Policy**

An applicant shall be advised to bring his/her fingerprints or livescan for submission to the California Department of Public Health during registration. He/she shall indicate on the initial application whether or not he/she has ever been convicted by any court of law of any crime other than a minor traffic violation.

If the answer is yes, his/her enrollment papers shall be held pending upon the result of his/her criminal background screening. However, his/her fingerprints together with the completed initial application shall be submitted to the California Department of Public Health Aide and Technician Certificate Section for clearance.

Once cleared, the applicant shall then be notified that he/she can start to attend the next available CNA/HHA training program.

## **Student Services**

### A) Guidance and Counseling

The faculty and staff are available to help counsel and assist students on any problem, which could have an adverse effect on their ability to complete the course. Problems that are beyond the scope of the staff will be referred to various departments specializing in that area. Guidance and counseling are available upon student's request.

### B) Learning Resources

Books and other reading materials related to the courses offered are available in the school office for borrowing, and the use of these materials are limited only within the premises. Additional resources can be found at the city library less than two blocks away from the school.

### C) Transcript of Records

Each student's file is complete with copies of the following documents:

- Registration Form
- Enrollment Agreement/Contract
- Criminal background Check
- Health Evaluation Sheet
- Core Skills Evaluation Sheet
- Attendance Records
- CNA/HHA School Certificate
- Copy of Fingerprints

Copies of transcripts are available to the student upon request. Written consent from the student will be necessary to release copies of records to a third (3<sup>rd</sup>) party. Transcripts and records may be requested at the Admissions Office and a fee may be required.

### D) Certificates and Awards

At the conclusion of the course, a Preferred College of Nursing – Bakersfield Certificate shall be given to students who have successfully completed all the requirements for graduation.

Students who have demonstrated exceptional abilities and performance during the course shall be recognized and awarded.

#### E) Placement Assistance

Preferred College of Nursing–Bakersfield provides placement assistance to all our graduates with an attempt to place everyone. The placement unit offers assistance with resume writing, interview techniques, and scheduling for interviews. This service is at no additional cost to our graduates. To properly allocate time to the graduate needing assistance, he/she needs to make an appointment with the placement unit or the director. Staff members will allocate one (1) hour session of providing job placement assistance for each person.

The job titles for graduates of the Nurse Assistance and Home Health Aide programs include the following:

- Certified Nurse Assistant
- Nurse Assistant
- Orderly
- Home Health Aide
- Home Maker
- Companion for the Elderly

#### F) Records Retention Statement

Preferred College of Nursing – Bakersfield shall maintain student records for a five (5) year period. Students will be advised of this upon enrollment.

### **Housing Information**

The school has no dormitory facility under its control and does not provide any housing accommodation to its students. Furthermore, the school has no responsibility to find or assist a student in finding housing.

### **Consumer Information**

All consumer information that is required to be disclosed to the student pursuant to the state compliance are available upon enrollment and program orientation.

Disclosures and reporting requirements include the following:

1. Completion or graduation rates, retention rates, licensure exam passage rates, placement rates, salary wage data and information
2. Drug and Alcohol Prevention Program.
3. Family Educational Records and Privacy Act
4. Campus Security Reports
5. Students Right-to-Know Act

## **Course Programs, Objectives, Description, & Content**

### **Nurse Assistant/Home Health Aide Training Program**

#### ***Program Objectives***

Upon completion of the program, the Nurse Assistant and/or Home Health Aide will be able to:

1. Function as a confident care provider.
2. Practice standard nursing aide techniques based on the laws, regulations implemented by Title 22.
3. Communicate therapeutically and explain procedures to clients appropriately.
4. Practice infection control including but not limited to standard precautions.
5. Practice patients' rights and confidentiality set forth within Title 22 guidelines.
6. Successfully pass the Certification Exam provided by the Department of Health Services in conjunction with the American Red Cross standards.

#### ***Program Description***

The institution's courses of study for Nurse Assistant/Home Health Aide are designed to impart the basic knowledge and demonstrative ability necessary for entry-level employment as a Certified Nurse Assistant, Orderly, Home Health Aide, and or a Companion in the long-term care or home care capacity.

#### ***Course Outline***

##### **A. Nurse Assistant Program**

The program consists of at least 150 hours, 50 of which are theory and 100 are clinical hours.

<b>Topics</b>	<b>Lecture Hours</b>	<b>Practicum Hours</b>
---------------	----------------------	------------------------

Introduction	2.0	0.0
Patient's Rights	2.0	1.0
Interpersonal Skills	2.0	0.0
Prevention, Management of Catastrophe and Unusual Occurrence	1.0	1.0
Body Mechanics	2.0	4.0
Medical and Surgical Asepsis	2.0	8.0
Weights and Measures	1.0	1.0
Patient Care Skill	14.0	44.0
Patient Care Procedures	7.0	20.0
Vital Signs	3.0	6.0
Nutrition	2.0	6.0
Emergency Procedures	2.0	1.0
Long Term Care patient	2.0	0.0
Rehabilitative Nursing	2.0	4.0
Observation and Charting	4.0	4.0
Death and Dying	2.0	0.0
<b>Total</b>	<b>50.0</b>	<b>100.0</b>
<b>Total Course Hours</b>		<b>150.0</b>

- Module 1 Introduction
- Module 2 Resident's Rights
- Module 3 Communication Skills and Interpersonal Relations
- Module 4 Prevention, Management of Catastrophe and Unusual Occurrence
- Module 5 Body Mechanics
- Module 6 Medical and Surgical Asepsis
- Module 7 Weights and Measures
- Module 8 Patient Care Skill
- Module 9 Patient Care Procedures
- Module 10 Vital Signs
- Module 11 Nutrition
- Module 12 Emergency Procedures
- Module 13 Long Term Care Patient
- Module 14 Rehabilitative Nursing
- Module 15 Observation and Charting
- Module 16 Death & Dying

### **B. Home Health Aide Program**

This course consists of 40 hours, with 20 theory hours and 20 clinical hour sessions

#### ***Course Outline***

<b>Class Title</b>	<b>Lecture Hours</b>	<b>Practicum Hours</b>
Introduction to Aide and Agency Role	2	0
Interpretation of Medical and Social Need of Client	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Task in the Home	3	2
<b>TOTAL</b>	<b>20</b>	<b>20</b>

HHA 1 Introduction to Aide and Agency Role

HHA 2 Interpretation of Medical and Social Need of Client

HHA 3 Personal Care Services

HHA 4 Nutrition

HHA 5 Cleaning and Care Task in the Home

***Required Textbooks:***

1. Gilgoly Barbara. *Skills & Techniques for the New Nursing Assistant Textbook* (2004). Medcom, Inc.
2. Leahy, William. *Providing Home Care: A Textbook for Home Care Aides*. (2002) Hartman Publishing, Inc.

**Method of Instruction**

The methods of instruction consist of lecture, demonstration, participation, discussion, return demonstration, role-playing, reading quizzes and tests.

- Student to Instructor Ratio:

A ratio of thirty (30) students to one (1) theory instructor and fifteen (15) to one (1) clinical instructor will be maintained.

- Location:

Preferred College of Nursing – Bakersfield  
 2300 Truxtun Avenue, Suite 200  
 Bakersfield, CA 93301

## Description of Physical Facilities

Offices and Classrooms: Preferred College of Nursing - Bakersfield

2300 Truxtun Avenue, Suite 200, Bakersfield, CA 93301

Classrooms (3) : 900 Sq Ft approx

Skills Room : 300 Sq Ft approx

Offices (3) : 700 Sq Ft approx

Clinical Facilities: Rosewood Gardens

1301 New Stine Road, Bakersfield, CA 93309

## Grading Policy

Students are graded on objective written tests on class lectures, assignments and return demonstrations of clinical skills. Any written assignment not submitted when due or any test missed will be rated zero. Student will have one week to make up or the zero will stay in the record. The student's final grade will be computed based on the following average:

<b>THEORY</b>	<b>PERCENTAGE</b>
Homework	10%
Quizzes	25%
Tests	30%
Final exam	35%
<b>TOTAL</b>	<b>100%</b>

<b>CLINICAL:</b>	1. Completion of Clinical Objectives
	2. Satisfactory Clinical Evaluation

Grading System: 75% is required to pass the course.

95-100	Excellent
90-94	Very Good
85-89	Good
80-84	Average
75-79	Below Average
Below 75	Fail

#### Attendance:

All students are expected to have one hundred percent (100%) attendance both in theory and clinical sessions.

#### Participation:

Students must follow the reading and lecture schedules. Classroom participation and clinical skills demonstration is mandatory.

#### Quiz:

There will be four (4) to eight (8) quizzes depending on the length of the course.

#### Written Assignments:

Answer all chapter exercises in the textbook.

#### Final Exam:

Two written comprehensive final examination of one hundred (100) or more multiple-choice questions each will be given upon completion of the theory and clinical sessions.

#### Bulletin Boards:

Students are responsible for reading the posting on the bulletin board for announcement and reminders.

## **Suspension, Termination, Readmission Policy**

The school authority shall impose disciplinary actions against students who violate any of the rules and shall provide remedial steps on any of the following situations:

### 1. Misconduct and/or other offenses

Students committing misconduct and/or other offenses shall be given counseling on the first offense; warning on the second offense; suspension on the third; and termination of the fourth.

### 2. English Language Deficiency

The prospective student applying for this training shall be able to read, write and understand the English language, preferably at 5<sup>th</sup> grade level of learning. One way to determine their eligibility of the English proficiency is to see the he/she can fill out the enrollment packet without any difficulty. The other way would be to answer a ten (10) question entrance exam to be taken prior to registration.

### 3. Extended Sickness or Disability

Students who left school due to sickness and/or disability may be readmitted without paying additional cost except for the unpaid balance, if any, upon presentation of a medical clearance or certificate signed by the attending physician, and shall continue the course last attended.

### 4. Non-payment of Fees and/or Other Charges

Students who were terminated from schooling due to non-payment of the fees and other charges may be readmitted upon payment of the full amount of fees or unpaid balance without any additional costs, and shall continue the course last attended.

## Fees and Charges

The school does not offer a state or federal financial aid programs. The school offers a direct payment plan with no interest. Student is required to make a down payment and sign a promissory note for the remaining balance which is to be paid on a weekly basis over the length of the program. All fees must be fully paid upon completion of the course. Students may be terminated for non-compliance of promissory note.

The total amount or all fees, charges, and services that student is obligated to pay for the course or educational services is indicated below. The student is responsible for this amount. If the student gets a loan, he/she is responsible for repaying the loan amount plus any interest.

Students should pay all required fees in accordance with stated policies or initiate arrangements with the Business Office. The fees listed are subject to change.

<b>Course Programs</b>	<b>Registration (Non refundable)</b>	<b>Tuition</b>	<b>Equipment/ Lab Fee</b>	<b>Textbooks/ Handouts</b>	<b>ID/ Certificate</b>	<b>STRF</b>	<b>TOTAL CHARGES</b>
Nursing Assistant/Home Health Aide Training Program	\$75	\$1042.50	Included	\$65	\$15	\$2.50	<b>\$1,200.00</b>
Home Health Aide Training Program	\$30	\$162.50	Included	\$35	\$15	\$2.50	<b>\$245.00</b>

## **Cancellation and Refund Policy**

- A) The student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the fifth business day after the day on which the student did any of the following:
1. Attended the first class of the program of instruction.
  2. Received a copy of the notice of cancellation.
  3. Received a copy of the agreement and the disclosures
- B) To cancel the contract for school mail or deliver a signed and dated copy of cancellation notice, or any other written notice or send a telegram to:

***Preferred College of Nursing - Bakersfield***  
*Attention: Fernando Sanchez*  
*2300 Truxtun Avenue, Suite 200, Bakersfield, CA. 93301*

- C) The student shall have the right to a full refund of all charges less the amount of \$75 for the Nursing Assistant Program and \$30 for the Home Health Aide Program for the non-refundable charges if he/she cancels the agreement prior to or on the first day of instruction. The student refund shall be given the same day the written cancellation is received, on or before the first day of class.

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed sixty percent (60%) or less of the instruction. After completion of more than sixty percent (60%) of the program, the student is no longer eligible for any refund. For example, if the student completed only 50 hours on a 90-hour program and paid \$300 tuition, the student would receive a refund of \$175. The refund to be paid to a student shall be calculated as follows:

Deduct a registration fee from the total tuition charge:  
 $\$300$  (total tuition charge) -  $\$75$  (registration fee) =  $\$225$   
Divide this figure by the number of hours in the program to get the hourly  
Charge:  $\$225 / 90$  (no. of hours in the program) =  $\$2.5$  (hourly charge)  
Multiply the total hours attended by the hourly charge to get the amount owed by  
the student:  $50$  (no. of hours attended) X  $\$2.5$  =  $\$125$  (tuition used)  
REFUND = Total Tuition Charge – Tuition Used  
 $\$300 - \$125 = \$175$

- D) The written notice of cancellation need not take a particular form, and however expressed is effective if it indicates the student's desire no to be bound by the agreement.

- E) Except as provided in subdivision (F), if the student cancels the agreement, the student shall have no liability, and the institution, shall refund any consideration paid by the student within thirty (30) days after the institution receives the notice of cancellation in writing.
- F) If the institution gave the student any equipment, the student shall return the equipment within thirty (30) days following the date of the notice of cancellation. If the student fails to return the equipment within thirty (30) days, the institution may keep an amount out of what the student paid that equals the cost of the equipment. Therefore, the student may retain the equipment without further obligation to pay for it.
- G) For the purpose of determining the time within which student may cancel that “Student’s Agreement” for a program, “business day” means a day of which the student is scheduled to attend a class session.

A drop out logbook is kept in the Admissions office for immediate monitoring of drop out students or cancelled enrollment agreement.

### **Student’s Right Under The Student Tuition Recovery Fund (STRF)**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if he or she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, the student must be a “California resident” and reside in California at the time the enrollment agreement is signed, or when he or she receives lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered to be “California residents.”

To qualify for STRF reimbursement, the student must file a STRF application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school is closed. If he or she does not receive notice from the Bureau, the student has four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment.

It is important that the student keep copies of the enrollment agreement, financial aid

papers, receipts, or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the:

**Bureau for Private Postsecondary Education (BPPE)**

Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Toll Free: (888) 370-7598

Fax: (916) 263-1896

## **Student Grievance Procedure**

Should a complaint/grievance arise, the following steps can be taken. If at any point you are not satisfied with the result, proceed to the next step in the following order:

1. Make an appointment to discuss the matter with the Instructor. If the matter is not resolved-
2. Make an appointment to discuss the matter with the Director of Nursing. If still not satisfied-
3. Make an appointment to discuss the matter with the School Administrator.
4. If the problem or complaint is not satisfactorily resolved by the school, it may be directed to:

**Bureau for Private Postsecondary Education (BPPE)**

Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Toll Free: (888) 370-7598

Fax: (916) 263-1896

**California Department of Public Health (CDPH)**

Physical Address: CDPH Licensing & Certification Aide and Tech Certification Section 1615  
Capitol Avenue, MS 3301

Mailing Address: P.O. Box 997416 Sacramento, CA 95899-7416

A complaint logbook for tracking formal complaints is kept within the personnel office and addressed in a timely manner.

## **School Rules**

### **1. BEHAVIOR**

The school administration reserves the right to dismiss a student on any of the following behavior:

- a) Conduct that reflect unfavorable upon the school and/or students
- b) Excessive absences
- c) Failure to pay charges when due
- d) Cheating
- e) Falsifying school records
- f) Insulting or harassing the faculty or students
- g) Flagrant violation of dress code

## 2. CHANGE OF STUDENT PERSONAL INFORMATION

Any change of name, address or telephone number must be reported to the school as soon as possible.

## 3. CLASSROOM AND CLINICAL SITES

Eating or drinking is not allowed in the classroom and clinical area during class hours. Students are responsible for keeping facilities clean at all times.

## 4. DRESS CODE

On campus, white scrub attire is recommended to students during sessions. Use of street clothes like shorts, sandals, and slippers are permissible. The following shall be followed:

1. Identification must be visible at all times in campus
2. White uniform with the approved school patch is required at all times
3. Hemlines should be no less than knee length
4. No skintight fitting outfits (top and bottom)
5. No plunging necklines (front and back)
6. No see-through outfits
7. Shoes must be white in color
8. No commercial logos on shirts
9. No revealing outfits (excessive slits in skirts, excessive body exposure – arms or legs)
10. No earrings/facial rings among male students
11. Plain studs earrings (no more than one per ear) No other facial rings for female
12. No tongue rings, nose rings, etc.

### Clinical Dress Code Policy:

Total good grooming must be observed. White uniform with school patch and ID must be worn while attending the clinical session.

In addition to the dress code policy mentioned above, the following should be strictly followed:

1. Undergarments should be plain white or beige
2. Fingernails are to be kept clean and clipped short
3. Hose should be beige or white (plain)
4. Socks should be plain white
5. Hair off the collar and chewing gum is prohibited

#### 5. HEALTH CERTIFICATE

A clinical Practice Health Evaluation signed by a physician with a TB test result is necessary and maintained in the student's file at school.

#### 6. PUNCTUALITY

Students are expected to be in school or clinical facility at least fifteen (15) minutes before the start of classes or practicum.

## **Health and Safety Statement**

Preferred College of Nursing – Bakersfield management understands and recognizes that by law, it is their responsibility to be aware of and to ensure that no violations of Health and Safety Codes occur in the building and/or its premises, as stated within the CPR section 73710 and CEC section 94915.

## **Approvals**

Preferred College of Nursing – Bakersfield is approved to operate by the state under the Bureau for Private Postsecondary Education (BPPE).

## **Catalog**

The school reserves the right to modify information contained herein as necessary to improve the training offered its students. Rules and regulations are subject to change as necessary to comply with the guidelines set forth by the California Department of Public Health and the Bureau for Private Postsecondary Education.