



CAPSTONE
COLLEGE

Catalog

January 1, 2012 – December 31, 2012



14547 TITUS ST. SUITE 100, VAN NUYS, CALIFORNIA 91402-4924 • (818) 908-9912 • FAX (818) 908-9975

WWW.CAPSTONECOLLEGE.EDU

TABLE OF CONTENTS

School philosophy and mission.....	3
Non-discrimination clause	3
Approval disclosure statement	4
School History.....	5
Admissions policy.....	6
Ability to benefit policy	6
Graduation requirements and course completion.....	6
Attendance policy.....	6-7
Clock to Credit conversion.....	7
Transfer of credit policy.....	7
Standards of satisfactory progress	8
Incomplete courses	8
Student conduct policy.....	9
Modification of courses.....	10
Financial aid	10
Refund Provisions	11
Student Tuition Recovery Fund (STRF)	13
Rules and regulations	14
Policy on drugs and alcohol	14
School services and general information	15
Emergency procedures	16
Operating schedule.....	18
Program descriptions.....	19-21

ADMINISTRATION

Lou Rodriguez.....School Director
Maricela Guzman.....Financial Aid Director
Sharlene Liu Student Services
Miguel Beltran Admissions
Rosa Rodriguez.....Office Manager/Registrar

FACULTY

HAVC Installer:

Mr. Ed Lim, HVAC Instructor is certified by the Operating and Maintenance Engineers Local 501 Training Center for HVAC/R, Instrumentation and Controls. He earned a diploma from the Quality Air Institute in Las Vegas and is certified as a NATE Senior technician. Mr. Lim has over 30 years of experience in the HVAC/R Industry working for large air conditioning contractors.

Mr. James Liko, AA, HVAC Instructor earned an Associate of Arts degree in HVAC/R from Gateway Technical Institute. Mr. Liko has over 37 years of experience in the HVAC/R Industry working for large air conditioning contractors.

Physical Therapy Aide:

Ms. Sandy Logan, GCFP, Instructor in the Physical Therapy Aide program. She has more than 23 years of experience in the in the Physical Therapy and Occupational Therapy Industry. Ms. Logan is a Feldenkrais Practitioner and has worked with adults and children with physical disabilities. Ms. Logan is certified as an Instructor in Myofascial Release, CPR, First Aid and Blood Borne Pathogens.

Computerized Accounting:

Mr. Merrill Lyon, BA, is an Instructor in the Computerized Accounting program. Mr. Lyons has a BA in Accounting from Hunter College and completed all course work for a Master Degree in Accounting from Bernard Baruch School of Business in New York.

Ms. Gloria Ramirez is an Instructor in the Computerized Accounting program. Ms. Ramirez has over 10 years of experience as an Instructor in the Computerized Accounting field. She has taught multiple subjects, including computerized accounting, integrated accounting, bookkeeping, QuickBooks, and computer operations.

ADVISORY BOARD MEMBERS

George Carr	HVAC	Barry Glasser, CPA	Business
Rafael Olmedo	HVAC	Richard Homokay	Medical
Dr. Rolando Castillo	Medical		

SCHOOL PHILOSOPHY and MISSION STATEMENT

The philosophy of Capstone College is to train its students in the skills, habits, and attitudes required for success in the work place. Capstone College provides an academic environment with flexible instruction adapted to the individual student's needs.

The objectives of Capstone College are:

- To improve the vocational skills of those who's linguistic, social, educational or physical handicaps have interfered with earning a reasonable living.
- To emphasize improvements in language and social adjustment equally with the transfer of specific skills from instructor to students.
- To strive for **ACADEMIC EXCELLENCE**.

The mission of Capstone College (CC) is to offer the skills training and life-long education necessary to enable our adult students to become successfully employed in their chosen field. This will enable them to become an integral part of their community and positive contributors to the society in which they live.

VOCATIONAL TRAINING

Capstone College offers training courses in the fields of Business, Therapy Aide and Heating, Ventilation and Air Conditioning (HVAC) Installation.

The School provides a comfortable and supportive environment in a professional and caring setting, devoted to preparing students for new careers.

Our Instructional staff directs the development of each student's knowledge, initiative, enthusiasm and self-confidence into channels adapted to meet the needs of the workplace.

Our facilities provide a realistic atmosphere in the teaching laboratories similar to that encountered on the job.

NON-DISCRIMINATION CLAUSE

No person shall be denied admission, graduation, or any other rights or privileges of the School because of race, creed, sex, religion, national origin, age or physical disabilities. The institution accepts applicants with physical or mental handicaps or learning disabilities. The building, bathrooms, elevators, and classrooms are all handicapped accessible. Applicants must pass the Admissions Examination or the Ability-to-Benefit Test, which is a part of the admissions process and is required. Special procedures for administration of these tests may be utilized where appropriate and as designated by the test publisher. The individual will be counseled by the Associate Director of the school as to the realities of employment at the completion training, and may be asked to sign a statement to that effect.

APPROVAL DISCLOSURE STATEMENT

Capstone College is a private institution located at 14547 Titus Street in Van Nuys, California. The school is approved to operate by the Bureau for Private Postsecondary Education. The Bureau approval means that the institution and its operations comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be renewed and is subject to continuing review. Capstone College is also approved for the training of veterans. The following are approved currently offered courses:

	SEMESTER CREDIT HOURS
COMPUTERIZED ACCOUNTING	24
HVAC INSTALLER	33
PHYSICAL THERAPY AIDE	30

Instruction is in residence with Capstone College occupancy level accommodating 150 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

Instruction is provided in English. English as-a-second language is not provided.

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature: J. Ramon Villanueva
School Official

ACCREDITATION

Capstone College is accredited by the Accrediting Council for Continuing Education and Training (ACCET), an accrediting agency recognized by the United States Department of Education.

SCHOOL HISTORY

Capstone College is located in Van Nuys, California near the San Diego (405), Hollywood/Ventura (101) and Golden State (5) Freeway exits. The Institution was founded in 1987 and was moved to its current location in May, 1988. Since its inception the school has offered career focused training programs to adult learners. In 1993 the stock of the corporation was purchased by Merrill Lyons and Janet Grossfeld. In 2006, Merrill Lyons became sole stockholder of the corporation. On April 2, 2009, Capstone College was acquired by Capstone Colleges, LLC, a division of Capstone Education. The governing Board members include: Dr. Donald Hecht, J. Ramon Villanueva, and Mark Hecht.

BUYER'S RIGHT TO CANCEL AND REFUND POLICY

The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, by notifying the school. If the student's tuition is sponsored through outside sources or programs, the refund will be sent to the sponsoring agency. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. For self-paying students, the refund will be sent to the student. A request to cancel or withdraw from the school must be in writing to the Registrar.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution.

FACILITIES

Capstone College is housed in a two-story, air-conditioned building. The 8000 square foot facility consists of offices and classrooms with a capacity for three hundred students. The building has full handicapped access, convenient sanitary facilities, and a relaxing atmosphere on the patio. Student parking is available at no extra charge. The classrooms are adequately furnished and equipped with up-to-date instructional equipment to enable the students to develop the skills in current demand by employers. Personal computers are available in the business, medical billing lab and Pharmacy Technician labs.

Capstone College, the facilities it occupies and the equipment it utilizes fully comply with all federal, state and local ordinances and regulations. A library consisting of books, publications, trade magazines, CDs and DVDs current and relevant to industry is maintained. Library resources are made available to students through a systematic process supporting the education delivery process. In addition, student are may request copies of the resources for use on campus or for home use by making arrangements with the registrar.

Prospective students are encouraged to visit the physical facilities of the School, and discuss their individual educational and occupational plans with school personnel before seeking admission.

CLASS SIZES

Capstone College maintains small classes to provide an individualized instructional approach. Maximum class sizes are 25 students in a lecture class and 15 students in a laboratory class.

ADMISSIONS POLICY AND PROCEDURE

1. All applicants are required to complete an application for admission and an enrollment agreement prior to the start of any class.
2. Completion of a personal interview with an Admissions Representative is also a requirement for admission to the school. The interview enables administrators to determine the qualifications of a potential applicant. It is also designed to provide the candidate with a better understanding of career fields, program descriptions, school information, and a tour of campus.
3. All applicants must be at least 18 years old.
4. All applicants are required to take an entrance examination prior to admission. Applicants with a high school diploma, GED certificate are required to take a Wonderlic exam. Applicants without a high school diploma or GED certificate are required to take a Wonderlic “Ability-to-Benefit” (ATB) entrance examination administered by an Independent Test Administrator (ITA).

Required Wonderlic Test Passing Scores:

Computerized Accounting:	17
Physical Therapy Aide:	15
HVAC Installer:	14

Required Ability-to-Benefit (ATB) Wonderlic Passing Scores:

(Verbal 200) (Quantitative 210)

5. Specific Program Requirements:

Physical Therapy Aide, HVAC Installer and Computerized Accounting:

High diploma or GED certificate or successfully pass the Ability-to-Benefit examination Wonderlic, administered by an Independent Test Administrator (ITA).

GRADUATION REQUIREMENTS AND COURSE COMPLETION

Successful completion of a course is based on examination, class work, written reports and practical accomplishments. The intent is to determine student ability and proficiency in the subject being covered.

The student is awarded a certificate for successful completion of all graduation requirements for the chosen program of study, with a minimum grade point average (GPA) of 2.0 and 70 percent minimum attendance.

TRANSCRIPTS

Graduates who satisfy all financial obligations to the college will be provided with a copy of their educational records upon written request addressed to the school.

ATTENDANCE POLICY

Students are expected to attend classes regularly. Absences from class can seriously affect the quality of the training and the student's potential in the job market. We recognize that certain situations may arise from time to time over which the student has no control. However, it is the responsibility of the student to notify the school in advance if they will be absent or late, just as it is necessary to inform an employer.

ELEMENTS OF SATISFACTORY ATTENDANCE

Absenteeism: Students are expected to maintain a minimum of 70% of attendance throughout the enrollment period. Failure to maintain satisfactory attendance will result in Attendance Probation for a period of Sixty (60) days. Attendance is checked at a minimum every six (6) to ten (10) weeks. Students with (10) days of continuous non-attendance are dismissed. Absences may be made up for purposes of removing absences on an hour of make-up to an hour of absence basis.

Excused Absences: An EXCUSED absence is considered only when the student notifies the school on the day, or prior to the day, of the absence, or under special circumstances such as illness, provides a written note specifying the reason for the absenteeism. The student may notify the registrar, instructor, or the administration office. The absence will be recorded as excused however, excused absences are included in the calculation to determine the minimum attendance requirement.

Tardiness: For the purpose of satisfactory attendance, students arriving more than 15 minutes late without a legitimate reason or excuse will be deducted one-hour of the total attendance scheduled for that day. Three (3) unexcused tardiness will constitute one (1) day of missed attendance.

Make-up Time, Work and Exams: Make-up course work missed due to absenteeism is permitted and credit is given. However, absences will remain on record unless missed time is made-up, documented and approved by the school director. Students are responsible for arranging time with the respective instructor for make-up of time, work and exams. Make-up work must be completed prior to the end of the respective course/module. A missed test or exam must be made up no later than five (5) days from the day it was missed.

GRADING SYSTEM

Capstone College uses the following letter grade system to evaluate academic performance:

100 - 90	A = 4.0	69 – 60	D = 1.0
89 - 80	B = 3.0	Below 59	F = 0.0
79 - 70	C = 2.0	I = Incomplete (No point value)	

CLOCK TO CREDIT CONVERSION

For all programs of study, the formula for conversion from clock hours to credit hours is as follows:

15 lecture clock hours	=1	semester credit hour
30 laboratory clock hours	=1	semester credit hour
45 externship clock hours	=1	semester credit hour

For students participating in Title IV programs, an academic year, is defined as 24 credits; the conversion for financial aid purposes is 30 clock hours = 1 semester credit hour.

TRANSFER OF CREDIT POLICY

Advanced placement/transfer of credit may be awarded up to a maximum of one-third of the total program credit based on the following policy:

1. Transfer credits for classes from another institution must have a minimal grade of B or 80%.
2. Transfer credit must be from a class that;
 - a) Is in an equivalent discipline;
 - b) Consists of a minimum of 80 % of the hours as the corresponding class offered at Capstone College;
 - c) The coursework was completed at an accredited postsecondary institution; and

- d) An official catalog and transcript from the transferring institution is required for evaluation of credits for transfer.
3. Credit based on life experience/knowledge must be earned by a grade of B or 80% on a Capstone administered exam, which will be the same as the final exam or series of tests administered for the challenged class.
4. Tuition and fees will be adjusted on a pro rata basis per credit hour transferred and for alternate classes that may be substituted if offered and if appropriate to the career path.
5. Any adjustments in credit hours and weeks may impact financial aid eligibility as determined by Title IV regulations.
6. There will be a fee of \$100 for evaluation of records from another institution in order to transfer credit. The transferability of credits is dependent on the receiving institution. Therefore, Capstone cannot guarantee that other schools will accept credits completed at Capstone for transfer. However, Capstone will assist students when requesting transfer to other institutions by providing guidance or counseling and providing an official transcript, catalog and course outlines.

STANDARDS OF SATISFACTORY PROGRESS

For purposes of measuring Academic Progress, students must maintain a minimum a 2.0 grade point average throughout the entire enrollment period. Academic progress is verified at the completion of each course within the educational program but no less often than fifteen (15) weeks.

PROBATION, TERMINATION AND REINSTATEMENT:

Academic and Attendance Probation: Students who fall below the minimum requirement of a 2.0 grade point average are placed on Academic Probation. Students with less than 70% of the scheduled attendance are placed on Attendance Probation. The probation period is for sixty (60) days in which students are expected to improve to comply with the minimum requirements. Failure to make improvement and meet the minimum progress requirements by the next scheduled progress verification point will result in dismissal.

Termination: A student will be terminated, if at the end of a probationary period, the student has not corrected all progress deficiencies. A student may also be terminated for violation or noncompliance of school policy.

Reinstatement and Appeal Process: A student may request reinstatement by reapplying for enrollment. Reinstatement may be granted at the discretion of the School Director. A student terminated as a result of failure to meet satisfactory progress or attendance policy, may request reinstatement. However, if reinstatement is granted, the student will be placed on probation for a period of sixty days or the duration of a course or module.

INCOMPLETE COURSES

The Instructor shall record an "Incomplete" grade whenever the student misses an examination, test, or any other element required in the course necessary for the full evaluation of the student's progress. The completion of the missing element, within five (5) days of the last class of the course, will result in the replacement of the "I" grade with a letter grade. If the missing element has not been completed at the conclusion of that time, an "F" will be recorded automatically for the affected subject. Exceptions to this rule may be made by the Director of Education due to documented extenuating circumstances. An Incomplete grade will stand, in lieu of the F, for those who did not complete a class due to an approved Leave of Absence

LEAVE OF ABSENCE (LOA)

A leave of absence may be granted based on the following policy and procedures:

1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, he or she must be withdrawn.
2. The leave of absence is limited to 180 calendar days in one calendar year, or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
3. The student must sign the leave of absence request and specify a reason for the leave in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
4. The student must attest to understanding the procedures and implications for returning to his/her course of study.
5. The institution will document approval of the leave of absence request in accordance with this policy.
6. The institution will not assess the student any additional charges as a result of the leave of absence.
7. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item 2.

Subsequent LOA's will only be granted for jury duty, military reasons, work conflict or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3) enacted February 5, 1993. Students who are on probation when beginning a LOA will re-enter under the same probationary conditions as when they left their program. Regardless of the number of leaves granted, in no case may the total LOA time exceed the maximum length described above.

A leave of absence may require adjustment of financial aid and revision of the graduation date.

REPETITION OF COURSEWORK

Students who have received "D" or "F" grades in a particular subject may repeat the work within the maximum time frame permitted, and if a higher grade is attained the second time, the improved result will be recorded; both grades will be averaged in the GPA.

APPEALS

Any student placed on probation can file an appeal with the School Director. The School Director may require that the appeal be in writing and that it be supported by documentation setting out the facts on which the appeal is based. Under special circumstances, the School Director may grant one additional probation period to the student. The Director's decision is final.

STUDENT CONDUCT POLICY

All students have the right to a training environment conducive to learning job skills. Unfavorable conduct will result in disciplinary probation, suspension, or termination. Capstone College reserves the right to dismiss any student whose conduct, poor attendance, or scholastic performance is judged by the Director to reflect unfavorably upon the Institution, staff and other students.

MODIFICATION OF COURSES

As demands of the job market change, course changes are necessary to keep pace with changes. Capstone reserves the right to make course modifications when such action is desirable. Book and supply substitutions may be made as required without prior notice. Curriculum may vary somewhat for each individual.

PROGRAM OR CLASS CHANGE

The Institution recognizes that student's circumstances may change over time. While program and class changes are generally discouraged, they may be possible upon the approval of the Director of Education. All changes must be requested and approved in writing.

TUITION POLICY

Total tuition and fees for a program are due and payable upon starting classes for the specified term or enrollment period. The following methods of payments are accepted, Cash, Check and Money Order. Arrangements will be made for students to make payments according to a schedule acceptable to the student and the school. The specific payment schedule will be clearly delineated on the individual student's enrollment agreement or an attachment thereto. Capstone College will accept the standard payment schedule for a student receiving Federal Financial Aid as long as such student remains in good standing. Out-of-school students seriously delinquent and unresponsive to requests for payment may be turned over to an agency for collection.

WITHDRAWAL

A withdrawal shall be assumed if a student has failed to attend classes for a two week period. The date of the student's withdrawal shall be deemed the last date of recorded attendance. If a student finds it necessary to withdraw, it is in his/her best interest to notify the School in writing, as soon as possible. Any incomplete coursework will assigned an "I" for incomplete. An official withdrawal will be process within the allotted time, a refund calculation will be performed and a refund, if any, will be processed following the school's stated refund policy and provisions. A withdrawal may be effectuated by the student's written notice, or by the student's conduct, including but not necessarily limited to, a student's lack of attendance.

FINANCIAL AID

Opportunities and Requirements for Financial Aid

Capstone College does not provide financial assistance to students. However, the school is approved by the Department of Education to participate in the Federal Student Aid-Title IV programs. Loans and grants are available to eligible students. Financial Aid Staff is available to assist student applicants to determine eligibility. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

REFUND PROVISIONS

Students have the right to withdraw and cancel from a program of study for any reason whatsoever, any time before the start of classes or after the first day of classes. You have the right to a refund based on the following policy:

i. Rejection of Applicant:

If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.

ii. Program Cancellation:

If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.

iii. Cancellation Prior to the Start of Class or No Show:

If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application/registration fee of \$100, if such charges are clearly noted in the enrollment agreement as being non-refundable.

iv. Cancellation After the First Day of Class:

If you withdraw and cancel after the first day of classes from the program of study, the school will remit a refund less a registration fee, and the STRF assessment within 45 days following your withdrawal. You are obligated to pay only for educational services rendered. Any refund due to you will be made in accordance with the California Code of Regulations, Division 7.5, Private Postsecondary Education.

The school follows a refund policy pursuant to section 94919(c) of the State of California Code, which states that the institution shall provide a pro rata refund of nonfederal student financial aid moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. It is calculated as follows:

(1) The number of days the student attended, or was scheduled to attend, prior to withdrawal divided by the number of days in the program.

(2) Except as provided for in section 3, all amounts paid by the student in excess of what is owed as calculated in section 1 shall be refunded.

(3) Except for the STRF assessment, a \$100 registration fee, and any unused books, supplies, or equipment returned within 10 business days of the withdrawal, all amounts that the student has paid shall be subject to refund. Books, supplies, or equipment, if unused and in original sealed packaging can be returned for credit of the amount charged by the institution.

(4) For purpose of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is considered to have withdrawn from an educational program in accordance with the withdrawal policy stated in its catalog.

(b) If an institution has collected money from a student for transmittal on the student's behalf to a third party from a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the date the student withdrew.

(c) An Institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Hypothetical Refund Example:

Assume that a student, upon enrollment in a 400-hour program of study course, pays \$2000 for tuition, \$100 for registration and \$150, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500 based on the calculation stated below. If the student returns the equipment in good condition within 30 days following his/her Withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2,250	Total amount paid	Minus \$100 registration fee (amount the school may retain) = \$2,150
\$2,150		Minus \$150 (documented cost of unreturned equipment) = \$2,000 total refundable amount
\$2,000		Divided by 400 hours in the program = \$5 hourly charge for the program
\$5		Multiplied by 100 hours of instruction received = \$500 owed by the student
\$2,000		Minus \$500 owed by the student = \$1,500 total refund amount due to the student

*If the student returns, the equipment in resalable condition, the actual refund to the student would be \$1650 (\$1500 + \$150).

Refundable Amount	10% Refund	25% Refund	50% Refund	60% Refund	75% Refund
\$2,000	\$200	\$500	\$1,000	\$1,200	\$1,500

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 classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons or you fail to submit a completed lesson required for home study or correspondence within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

RETURN OF TITLE IV FUNDS

For the purpose of calculating the Return of Title IV Funds, the payment period, not the period of enrollment, will be used. The State of California refund policy, which is calculated in addition to the Return of Funds Policy, will be based on state formula and will utilize the entire enrollment period.

SATISFACTORY ACADEMIC PROGRESS

At the midpoint of the program (by calendar weeks) a student must have the lesser of one half of the credits in an academic year or program as measured by the credit-clock hour conversion recognized by the Department of Education for financial aid purposes (see page 8 of this catalog for Credit Conversion).

If a student does not have sufficient credits at midpoint, financial aid will be suspended, and the student will be given one module (6 weeks days/eight weeks night) to achieve satisfactory progress. Upon attainment of

satisfactory progress financial aid eligibility will be reinstated.

Failure to earn the required credits at the end of one additional module will result in termination by the education department.

STUDENT TUITION RECOVERY FUND (STRF)

Subdivision (a)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) 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 loans, or personal loans, 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 the STRF and you are not required to pay the STRF assessment, 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.”

Subdivision (b)

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, 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 receive by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, of the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

STUDENT LOAN OMBUDSMAN

All student loan recipients may access the Student Loan Ombudsman

By Telephone: 1-877-557-2575

By Internet: <http://sfahelp.ed.gov> or <http://ombudsman.ed.gov>

By Mail: Student Financial Assistance, FSA Ombudsman

U.S. Department of Education
830 First Street, NE Fourth Floor
Washington, DC 20202-5144

DISCLOSURE OF EDUCATION RECORDS-FERPA

The school guarantees it's student's the right to access their records.

Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, the California Education Code as amended in 1976, and the School Policies, the disclosure of student records applies in the following cases: if the student asks in person; upon their written authorization, or as required by law.

Education records are defined as files, materials and documents which contain information directly related to a student and are maintained by the institution.

Students may examine their academic or financial records upon requesting a scheduled appointment to do so. Students are not entitled to inspect the financial records of their parents.

Written consent is required before education records will be disclosed to third parties with the exception of accrediting commissions or government agencies so authorized by law.

RULES AND REGULATIONS

POLICY ON DRUGS AND ALCOHOL

IT IS OUR POLICY TO OFFER TO OUR STUDENTS A DRUG AND ALCOHOL FREE ENVIRONMENT. OUR DRUG AWARENESS PROGRAM IS AVAILABLE TO STUDENTS THROUGH THE FINANCIAL AID OFFICE.

TWO WORDS ABOUT ALCOHOL AND DRUGS

Alcohol is a toxic, addicting, dangerous poison. No other substance is known to so dramatically alter the chemical reaction of physiology of the human body as does alcohol. If alcohol were discovered and presented to the Food and Drug Administration today, it would be rejected for human consumption. Alcohol is the leading cause of chronic disease of: Liver, Pancreas, Brain, Peripheral Nerves and Red Blood Cells.

Effects of drugs are unpredictable. It depends on the amount taken, the user's personality, mood, and expectations, and the surroundings in which the drug is used. Some of the effects of drugs are: organic brain damage, such as impaired memory and attention span, mental confusion, and difficulty with abstract thinking. Drug consumption leads toward physical and severe mental deterioration, paranoia, volcanic anger and aggression.

OUR REGULATIONS

No alcohol possession, consumption, and/or sale will be tolerated on the school premises and/or at any sponsored function off-campus. Any student believed to be intoxicated on the school premises or at a sponsored event off-campus must leave the premises when the discovery is made. The student must meet the next class day with the Director to face disciplinary action. Such action may include dismissal of the student or disciplinary probation. The finding of the Director will become part of a student's permanent file.

The use of any non-prescription drug that is a "controlled substance" (including, but not limited to: marijuana, cocaine, stimulants, and/or depressants) will not be tolerated on the Capstone College premises or at any school sponsored function. Any student believed to be under the influence and/or in possession of a non-prescribed "controlled substance" will be suspended immediately, pending investigation of the incident.

Should it be determined that a student was under the influence or in possession, and/or involved in the purchase or sale of such while on the premises he will be dismissed. Beyond the control of Capstone College, criminal charges may additionally be filed which could negatively affect one's career goals as well. Should it be determined that the student was not involved in the above activity, he/she will be reinstated and lost class time will be added to the normal completion time.

Students are responsible for the use of drugs prescribed for them.

VOTER REGISTRATION

Recent changes in the Higher Education Act require colleges and universities to make voter registration information available to all enrolled students. Any Capstone College student not currently registered to vote may obtain more information, as well as appropriate materials and forms, from the Registrar. Additionally, Voter Registration Forms are available through the California Secretary of State's website.

CONSTITUTION DAY

Each year on September 17th, Capstone College celebrates Constitution Day commemorating the signing of the United States Constitution. The school distributes educational materials to all students. Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty-nine brave men on September 17, 1787, recognizing all who are born in the U.S. or who by naturalization have become citizens.

SCHOOL SERVICES & GENERAL INFORMATION

PLACEMENT ASSISTANCE

Capstone College assists graduates in obtaining employment upon the successful completion of the proposed program. The school's Placement Counselor conducts an active search in the labor market and strives to identify vacancies for which qualified graduates may interview. However, the School does not in any way guarantee employment, and the student must assume final responsibility for securing a job.

HOUSING ASSISTANCE

Capstone College does not provide housing services nor does it provide assistance in finding housing.

UPDATE OF PERSONAL INFORMATION

Students must notify the Office of any changes in their personal information on file with the school. This would include changes of name, address, telephone number, employment information and emergency contact person.

CHILD CARE

Capstone College is not equipped or staffed to provide child care services. Students are not allowed to bring children into the classroom.

COUNSELING

Academic counseling may be arranged with an instructor or the Director of Education. All financial counseling is to be arranged with the Office. The entire Capstone College staff cares about the well-being of all of the students and is available individually to talk to students. Psychological, marital, legal, or other counseling should be discussed with professionals outside the school. Capstone College cooperates with local law enforcement agencies in providing educational material to students, regarding health risks associated with drugs and alcohol.

PARKING

Students may park in any space in the designated parking areas. Capstone College is not responsible for any theft, vandalism, or damage to your vehicle while parked in the student parking lot or adjacent areas.

BEHAVIOR IN CLASS

Loudness, rudeness, or disruption while a class is in progress will result in your being suspended or expelled. You are free to stand up, stretch, or move about when necessary, but not to talk to, or otherwise interfere with, the other students in the room.

SMOKING

No smoking is allowed in the classrooms, offices, or in the lunchroom. Smoking is allowed in outside and in designated areas only.

STUDENT RESPONSIBILITY POLICY

Each student is held responsible for compliance with the regulations contained in this catalog and other policies and/or regulations as they are published from time to time. Failure to read these regulations does not relieve the student from liability.

DRESS CODE

You must wear shoes at all times. Gentlemen must wear pants and shirts; slacks or skirts for the ladies. No tank tops, tube tops, or halter tops.

COPYRIGHT INFRINGEMENT

The school has strict policies for students on copyright infringement such as textbooks, curriculum materials, and restricted and authorized items on the internet. Student use of school resources are limited to supervised use of copy machine and computers. Students may face civil/criminal liability for such copyright infringement and/or unauthorized use/distribution of materials.

ALCOHOL AND DRUGS

No drug or alcohol use is permitted in class, on the school grounds, or at Capstone College events. Being under the influence in class or on school grounds will result in your suspension or expulsion.

EMERGENCY PROCEDURES

An emergency should be reported to the office as soon as it is reasonably possible. No student is to assist in a medical emergency unless they have training that will allow for a proper response. The obvious exception to this is when life-threatening conditions exist and then the action of a prudent person should be exercised. A very high degree of personal liability exists when proper medical emergency procedures are not followed.

In the case of a fire, all students are to evacuate the building immediately. If an earthquake should occur, it may be wise to take shelter under a desk or in a doorway until all movement has ceased and it appears to be safe to exit the building.

Each student is to complete a Confidential Questionnaire indicating a name and telephone number to contact in the event of illness or injury. Any student with a chronic, health related condition should so note on that form. All information received is maintained in the strictest confidence.

BUREAU DISCLOSURES

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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

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.

The school 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 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.).

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

GRIEVANCE/COMPLAINT PROCEDURE

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the school Director, Lou Rodriguez. If the student is still dissatisfied, written appeal may be made to the Director.

If the Director's response is unsatisfactory to the student, a written complaint may be made to:

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 9578-0818
(916) 574-7720

OR

Accrediting Council for Continuing Education and Training

1722 N Street, NW
Washington, DC 20036
(202) 955-1113

OPERATING SCHEDULE

SCHOOL DAYS & CLASS HOURS

The hours of operation are: Monday through Thursday, from 8:15 a.m. to 9:45 p.m. and Friday, from 8:15 a.m. to 5:00 p.m.

Day class schedule: 8:15 a.m. - 2:35 p.m.

Night class schedule: 6:00 p.m. -10:00 p.m.

The schedule of class start dates varies by program as all Capstone College courses are on a Modular system. Contact the school to obtain specific dates for class start.

HOLIDAYS

The following 2012 holidays are observed:

NEW YEAR'S DAY

INDEPENDENCE DAY

MARTIN LUTHER KING JR. DAY

LABOR DAY

PRESIDENT'S DAY

THANKSGIVING DAY

MEMORIAL DAY

CHRISTMAS DAY

Capstone College will be closed for Christmas vacation during December 19, 2012 – January 1, 2013. Classes will resume January 2, 2013. Special consideration is given to holidays of all religious beliefs. Please consult the Director for details. Special holidays or half-days may be scheduled by the Administration.

STUDENT RECORDS AND RIGHT OF PRIVACY

The Federal Right of Privacy enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for a minimum of five years. In addition, transcripts are retained permanently. Students may request a review of their records by writing to the school registrar. All such reviews will be scheduled during regular school hours under appropriate supervision.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Decisions to accept credits from another educational institution rest entirely with each receiving institution and are usually accessed and considered on a case by case, course by course basis. Capstone, while fully accredited, does not currently possess the same types of accreditation as most four year colleges and universities offering baccalaureate, and beyond, programs and degrees. Prospective students of Capstone will need to consider this if they plan to continue their academic credentials.

COMPUTERIZED ACCOUNTING
(BOOKKEEPER)
D.O.T. # 210.382-018 and D.O.T. # 216.482-010

OBJECTIVE:

The objective of the Computerized Accounting Program is to provide the student with the knowledge, skills and work habits required for an entry level position in Computerized Accounting. The program provides the student with a broad knowledge of accounting operations, including basic bookkeeping and computer spreadsheets. It also provides a good background in office operations and extensive "hands-on" experience using current equipment.

The Computerized Accounting Program is a total of 600 hours (30 weeks) of lecture and computer laboratory training. The Program is divided into course modules and students must complete all modules starting with any module and continuing until all modules are successfully completed. The program provides the student with a broad knowledge of accounting operations, including basic bookkeeping and computer spreadsheets. It also provides a good background in office operations and extensive "hands-on" experience using current equipment.

Graduates can obtain entry-level employment as a bookkeeper, accounts receivable/payable bookkeeper, ledger-entry clerk, payroll processor, invoicing clerk, tax preparation, and related positions in accounting offices and comparable places of work.

Students who complete the program in a satisfactory manner are awarded a Certificate in Computerized Accounting. All class sessions will be held at the school's location at 14547 Titus St. Van Nuys, CA.

COURSE/SUBJECT AREA	SEMESTER CREDITS
Payroll and Banking	2.0
Bookkeeping I, II and III	4.0
Introduction to Computers	1.0
Business Mathematics I and II	3.0
Ten-Key by Touch, Typing I and II	3.0
Word Processing II	1.0
Computer Spreadsheets I	1.0
Computer Spreadsheets II	1.0
Telephone Skills	1.0
Job Search Skills	1.0
Office Procedures	1.0
Basic Business English	2.0
Integrated Accounting I	1.0
Integrated Accounting II	1.0
Database Software	1.0

PROGRAM TOTALS:	600 Hours - 24 Semester Credits
	30 Weeks - Day Program
	38 Weeks - Eve Program

Tuition	\$ 9,500.00 (Includes books & supplies)
Registration Fee	\$ 100.00
STRF	\$ 25.00
TOTAL PROGRAM COST	\$ 9,625.00

PHYSICAL THERAPY AIDE
D.O.T.: 353.354-010

OBJECTIVE:

The objective of the Physical Therapy Aide Program is to provide the students with the knowledge, skills and work habits required for entry level employment as a Physical Therapy Aide. The program prepares students to efficiently perform the clinical and administrative tasks of assisting a Registered Physical Therapist in a variety of settings. This include: physical therapy offices, hospitals, chiropractic clinics, long-term care facilities, aquatic facilities, sport medicine clinics and health fitness centers.

The Physical Therapy Aide Program is a total of 750 hours (30 weeks) that includes classroom, laboratory and clinical setting. The Program is divided into course modules and Externship. Students must complete all modules starting with any module and continuing until all modules are successfully completed. Students learn a variety of patient care modalities including: massage therapy, ultrasound therapy, traction and electrical stimulation. They are also trained in patient care, positioning patients, the proper use of exercising techniques, transporting patients, use of ambulatory aids, customer service, patient charting and basic computer operations. Students in the Physical Therapy Aide Program must complete 125 hours of Externship training in a physical therapy setting.

Graduates will be able to perform the following duties under a licensed supervisor: patient care applying a variety of modalities, front office, ordering supplies, maintaining patient records and communicate effectively with patients and other health care providers, and help make therapy sessions productive for all patients in this rewarding healthcare industry.

Students who complete the program in a satisfactory manner are awarded a Certificate of Physical Therapy Aide completion. All theory sessions will be held at the school's location at 14547 Titus St. Van Nuys, CA. Externship locations include: The Chiropractic Wellness Center & Spa; 15701 Vanowen Street, Van Nuys, CA 91406: Advantage Health & Rehabilitation; 8780 Van Nuys Blvd. Suite #8, Panorama City, CA 91402: Dynamic Physical Therapy; 9612 Van Nuys Blvd., Panorama City, CA 91402.

COURSE/SUBJECT AREA	SEMESTER CREDITS
Medical Terminology	5.5
Medical Office/Customer Service	1.5
Physical Therapy and Rehabilitation (Basic and Records)	3.8
Physical Therapy Agents and Modalities	4.8
Electrical Modalities	3.0
Ranges of Motion and Traction	1.0
Work and Ambulation	4.7
Typing I and Word Processing	2.0
Job Search Skills	1.0
Externship	2.7

PROGRAM TOTALS:

750 Hours - 30 Credits	Tuition:	\$ 10,500.00 (Includes books & supplies)
30 Weeks - Day	Registration Fee:	\$ 100.00
47 Weeks - Evening	STRF	\$ 27.50
	TOTAL	\$ 10,627.50

HVAC INSTALLER
D.O.T. # 637.261-014 and D.O.T. # 637.664-010

OBJECTIVE:

The objective of the HVAC Installer program is to provide students with the basic knowledge, skills, work habits, and practical applications of HVAC systems required for entry-level employment.

The HVAC Installer Program is a total of 800 hours and 32 weeks. The program is divided into course modules. Students must complete all modules starting with any module and continuing until all modules are successfully completed. Students will have the opportunity to learn the basic HVAC processes in a real-world, hands-on laboratory environment on the same equipment used by business and industry and to be able to efficiently perform the entry-level duties required in the HVAC Industry.

The HVAC Installer program includes a study of air conditioning and heating systems including safety procedures for the use of tools and materials, basic electricity, theory of heating and air-conditioning systems, sheet metal installation, schematics, brazing and soldering, heating fundamentals, and installation of HVAC systems.

Students who complete the program in a satisfactory manner and graduate are awarded a Certificate as an HVAC Installer. Career opportunities in the HVAC industry for graduates include: HVAC Installers, Apprentices, HVAC Helpers, Maintenance Technicians and Sheet Metal Workers. All class sessions will be held at the school's location at 14547 Titus St. Van Nuys, CA.

COURSE/SUBJECT AREA	SEMESTER CREDITS
HVAC Trade Orientation	1.0
Human Relations	1.0
Safety and First Aid	1.5
Construction Math	2.0
Tools, Materials, Supplies	1.5
HVAC Sheet Metal Installation	2.0
HVAC National and Local Codes	1.0
HVAC Fundamentals	2.0
HVAC Systems	3.0
HVAC Theory	3.0
HVAC Electrical	4.0
Brazing & Soldering	1.0
Refrigerants & Charging Techniques	2.0
Heating Fundamentals	4.0
HVAC Schematics	0.5
Residential Installation Labs	2.75
Refrigerant Certification Seminar	0.5
Job Search Seminar	0.25

PROGRAM TOTALS:

800 Hours - 33 Semester Credits	Tuition:	\$ 11,500.00 (Includes books & supplies)
36 Weeks - Day	Registration Fee:	\$ 100.00
50 Weeks - Evening	STRF	\$ 30.00
TOTAL COST		\$ 11,630.00

COLLECTION OF TUITION AND CHARGES

COMPUTERIZED ACCOUNTING: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS \$ 4,750.00. THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$ 9,625.00. THE MINIMUM CHARGES TO BE PAID UPON ENROLLMENT IS \$100.

PHYSICAL THERAPY AIDE: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS \$5,250. THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$ 10,627.50 THE MINIMUM CHARGES TO BE PAID UPON ENROLLMENT IS \$100.

HVAC: TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE IS \$5,750.00. THE TOTAL ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM IS \$11,630. THE MINIMUM CHARGES TO BE PAID UPON ENROLLMENT IS \$100.