

Institute of Network Technology
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School Catalog

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GENERAL INFORMATION APPROVAL AND ACCREDITATION

Institute of Network Technology is a private educational institution incorporated in the State of California and approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE or Consumer Affair) pursuant to California Education Code Section 94718. The Bureau's approval means that the institution is in compliance with state standards and does not imply any endorsement or recommendation by the Bureau. Institutional approval must be approved and is subject to continuing review. The following programs are approved by BPPVE:

PROGRAMS	CLOCK HOURS	LENGTH
1. Computer/LAN Technology	500	20 Weeks
2. Computerized Office Occupations	300/600	12 /24Weeks

HISTORY

Institute of Network Technology (INT), formerly know as Computer & Electronic Training Center (CETC) was established in June of 1992. In 1998 the changes in the Private Postsecondary school environment led the partners to take two decisions. First, the institution's growth led to increase enrolment and placement. Second, the school's name was changed to Institute of Network Technology to reflect the shift in program offering. Currently INT is located at:

2525 Cherry Ave. Suite 110 Signal Hill Ca. 90755

Institute of Network Technology does not participate in any federal or state financial aid or loans. Our major source of students : WIA, Rehab, VA and sometimes self paid students.

MISSION STATEMENT

The mission of INT is to provide training for those interested in pursuing a career in computer and networking technology fields. Institute of Network Technology continues to enhance its role in vocational and technical education by developing and improving a variety of practical training programs that are highly demanded by industry. The population served will primarily be economically adults, rehabilitation clients and displaced workers.

OBJECTIVES

Institutional stability as the foundation for a positive learning environment; Quality Learning; Course curriculum review, not less than annually, for consistency with skills required in the

workplace; Preparation for employment through the development of entry-level skills; Students skills equal to or greater than industry standards; Skills for career development, enhancement, advancement, and life-long learning.

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FACILITIES

Fronted by a lawn and surrounded with spacious, free parking, the school is on the route of public transportation. The school is located in a professional building. Students, and visitors or applicants, enter the building into a spacious foyer and can immediately see glass paneled classrooms that open rather than confined. The Placement Department occupies one corner, the reception area is straight ahead, and the library is on the opposite side. This available space is a working area, similar to some in industry, which couples with the openness of classrooms. The campus provides sufficient space for all required administrative activities, technological support, and student services.

CLASSROOM EQUIPMENT AVAILABLE

Computer (monitor, mouse & keyboard), tools (screw driver, etc.), printer, scanner, video and video projector.

COMPUTER LAB

Computer systems are available for students to use in the computer lab. These computer systems provide operating systems such as Windows XP. Lab hours: M-F, 1:30pm to 5:00pm. Note that there will be no instructor present. If you need tutoring, please arrange that with your current instructor.

STUDENT TO INSTRUCTOR RATIO

Class sizes average 4 students per class, though a class, may at times, have up to 10 students. INT endeavors to maintain small class sizes to maximize the attention paid to students.

ADMISSIONS

ADMISSION REQUIREMENTS

All applicants desiring to enroll must be at least 18 years of age, or be a high school graduate or equivalent. Students who do not have a high school diploma or GED are scheduled to take an "Ability-to-Benefit" entrance exam. For ability-to-benefit students, the applicants must achieve an approve score level for the occupational training program desired, Computer/LAN Technology (VS1: 200, QS1: 210), and Computerized Office Occupations (VS1: 200, QS1: 210).

ADMISSION PROCEDURES

When individuals inquired about training, they are given a copy of the school application, which is the first step in the Application Process:

1. Complete application.
2. Interview of Applicant by Admissions staff.
3. Tour of campus.

4. Entrance testing (for applicants without high school diploma or equivalent and who express an interest in continuing the process).
5. Entrance test scored:
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 - a. Does not meet admission criteria:
 - 1.) Refer to Long Beach City College for development of verbal and quantitative skills.
 - 2.) Retake test (Applicants could retest at any time. Third attempt would have to be after one week.).
 - b. Meets criteria.

Credit Evaluation Policy

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based on a written, an oral exam, or both.

Non-Discrimination Policy

INT does not discriminate on the basis of sex, age, race, national origin, creed, religion, or handicaps that would not preclude employment education and/or training. The program may be shortened and the tuition reduced accordingly.

Veterans Only

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. In addition, the student and DVA shall be notified. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

ATTENDANCE

ATTENDANCE POLICY

Attendance is the responsibility of the student. Attendance is monitored and recorded daily. It is the responsibility of the student to notify the school in advance to advise if they will be absent or late. Four tardies = 1 absence, four episodes of leaving the classroom or laboratory before it is scheduled to end constitute one absence, a combination of two (2) tardies and two (2) leaving class early constitute one absence and four absences within one month = Attendance Probation.

EXCUSED ABSENCE

Absences will be considered excused on verification of the following conditions: Illness, death, or birth in the immediate family. Extenuating Circumstances (Extenuating circumstances are defined as reasons for absence beyond the control of the student.

LEAVE OF ABSENCE (LOA)

A LOA may not exceed thirty (30) calendar days. Student's who fail to return to class as scheduled following a LOA will be withdrawn from the program. Lost attendance time, while a student is on an approved Leave of Absence, is not counted as time absent. Any students making

regularly scheduled tuition payments to the college remain under that obligation during a LOA. Students will not be eligible for any financial aid assistance while on an LOA.

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Elements of Satisfactory Attendance:

1. **Absence:** Satisfactory attendance must be maintained at all times. Failure to maintain satisfactory attendance will result in Attendance Probation for a 30-day period. At minimum, satisfactory attendance is checked daily. Make-up absences must be made up within ten (10) days following the absence. Make up of absences is done at the school under the supervision of a faculty member. Students placed on probation for unsatisfactory attendance will be required to make-up missed time and to come off probation before they could graduate.
2. **Excused Absences:** An absence is considered EXCUSED only when the student contacts the school on the day of the absence and notifies the registrar, instructor, or the administration office. The absence will be recorded as excused with the comment stating the reason(s) given for the absence on the permanent attendance card. However, excused absences are included in the calculation to determine the minimum attendance requirement.
3. **Tardiness:** Tardiness is a disruption to a good learning environment and is discouraged. 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.

GRADING STANDARDS

Grading is based on a combination of attendance, classroom participation and periodic examinations. All grades are prepared at the end of each month and are recorded in the student's progress report file. All grades are available for students to review. Test results are used in the classroom as a teaching tool. The grading systems is as follows:

Grade	Performance	G.P.A.	Value
A	Excellent	4.0	96 – 100%
B	Good	3.0	80 – 95%
C	Average	2.0	70 – 79%
D	Below Average	1.0	60 – 69%
F	Failure	0.0	0 – 59%
I	Incomplete	0.0	

A – F scores are traditional, with the exception that the range for a letter grade of “B” is wider than for other letter grades.

INCOMPLETES

The letter “I” (Incomplete) grade indicates incomplete and must resolved through make-up assignments at the discretion of the instructor. A student cannot receive a diploma if an letter grade of “I” is on their transcript. Students have 150% of the length of their course to make-up work. Work

which is completed following the scheduled end date of the class may result in a letter grade one lower than the grade that might have been achieved with timely completion of course requirements.

A student earning a grade of D or above is considered to have passed the course and can continue on to the next course. Students earning a D or F will be placed on Academic Probation. A grade

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of F is considered as failing the course. A failed course must be repeated and a passing grade obtained to meet graduation requirements.

VETERANS

Students eligible for veteran benefits who fail to meet satisfactory attendance and/or academic progress shall be placed on probation and deemed ineligible for certification for veteran benefits and will not be re-certified for benefits until the progress deficiencies are corrected.

TERMINATION

A student will be terminated if while on a probationary period the student has not corrected all progress deficiencies. A student may also be terminated for violation or noncompliance of school policy.

MAKE-UP TESTS

Students may make-up course work missed due to absenteeism and receive credit, however, the absences will remain on record unless absences are made-up. Students are responsible for arranging time with the instructor for make-up work and exams.

STANDARDS OF SATISFACTORY AND ACADEMIC PROGRESS

GENERAL STATEMENT

The Higher Education Act mandates that institutions of higher education establish minimum standards of "SATISFACTORY ACADEMIC PROGRESS" for students receiving financial aid. INT applies these standards to all students, regardless of whether or not they are financial aid recipients.

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by INT. Students are graded as they complete the module or subjects. Grades are determined as a compilation of examination scores (written and laboratory/practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.

Elements of Satisfactory Academic Progress:

1. To maintain Satisfactory Academic Progress, a student must achieve a cumulative Grade Point Average (GPA) of 2.0 at 50% (mid-point) of the course, and 2.0 upon completion.
2. To maintain Satisfactory Academic Progress, a student attending on a full time basis has a minimum time frame in which to complete all graduation requirements. These are as follows:

Program Title	Length	Maximum Time
1. Computer/LAN Technology	20 weeks	30 weeks
2. Computerized Office Occupations	12 weeks/24	18 weeks

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MAXIMUM PROGRAM LENGTH

Students are required to complete the program in a period of time during which a student may attempt no more than 1.5 times the number of credits required to complete the program. Failure to do so will result in termination.

ACADEMIC PROBATION

Students who fail to maintain Satisfactory Attendance (minimum of 70% of the scheduled time) and/or Academic Progress will be placed on probation for the duration of the following scheduled period. To be removed from probation status, students must show improvement and meet the minimum progress requirements by the next scheduled progress verification point. Students who fail to show improvement will be dismissed.

REINSTATEMENT

Once terminated, a student may request reinstatement by reapplying for enrollment. The student may be granted reinstatement at the discretion of the School Director. Students terminated for failure to maintain attendance and/or academic progress and who are granted reinstatement will be placed on probation automatically for the first 30 days of attendance.

MIGATING CIRCUMSTANCES

The Director may waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the program. No waivers will be provided for graduation requirements.

NON-MIGATING CIRCUMSTANCES

Should a student who has been academically terminated or suspended from the school feel that there are special circumstances which caused or contributed to termination, the circumstances should be described in detail in a letter to the Director. If it is determined that the circumstances contributed to termination, he/she may be reinstated as a regular student. The decision of the Director is final and may not be appealed.

GRADUATION REQUIREMENTS

1. Academic Performance: An overall program grade point average (G.P.A.) of 2.0 with no single class GPA of less than 1.0.
2. Academic Progress: Completion of all class and make-up work within 100% of the total clock hours of the program in which the student enrolled.
3. Attendance: A record equaling minimum to 80% of total clock hours and the 20% missing clock hours must be made up during training on a gradual basis.

4. Job Placement: All job placement activities must be completed and verified by the Job Placement Officer.
5. Satisfaction of all fiscal responsibilities to the institution.

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Type of award: Certificate of Completion will be awarded.

DROPOUT

A student who discontinues participation in the course of training agreed to in the Enrollment Agreement and does not cancel enrollment is considered to be a dropout. A dropout is a student who discontinues participation in the training program without cancellation. If the student has been referred to the institution by a third party (WIA/Vocational Rehabilitation), the institution will make direct contact with the case manager or rehabilitation counselors. The institution will pursue every method available to attempt to resolve those barriers which have resulted in this action and return the student to active standing or negotiate a Leave of Absence. Each student has provided a contact telephone number in case of emergency. Mailing will be conducted using certified, registered, return receipt requested or other available techniques to obtain a response. If the student cannot be contacted or if the student is unwilling to use the cancellation process, a grade of W (withdrawn) will be entered into his/her file. A student is determined to have withdrawn from the program if the student has failed to attend classes for a three-week period.

CREDIT HOURS

The state requires courses be calculated in clock hours. INT uses the quarter hour conversion formula. This formula means that: 10 clock hours of lecture = 1 credit hour, 20 clock hours of laboratory = 1 credit hour, INT has no externships. The clock hour to quarter hour conversion would be 30 clock hours = 1 credit hour.

STUDENT STANDARDS OF CONDUCT

Creating a proper learning environment is the cornerstone of a student's educational success. Everyone at the school is responsible for helping to create this environment, including staff and students. Simple rules of courtesy apply. Student compliance with Rules of Operation and Conduct are overseen and enforced by the school director.

- **Respect Yourself.** This means being prepared to fully participate in the scheduled learning activities ensuring your rights are respected as fully as you respect your responsibilities, seeking assistance from school staff to resolve barriers which may arise which restrict or prevent your full participation, and refraining from activities which may inhibit your full participation and successful completion of the program of instruction you have selected.
- **Respect Other Students.** This means not interfering in the rights of others to listen and participate, not being disrespectful, and not using inappropriate language or harassing others in any way.
-
- **Respect the Instructor and Other Staff.** This means arriving on time, not leaving early, bringing required and appropriate materials, not speaking with other students while

a learning activity, such as a lecture, is in progress, complying with institution regulations regarding food and drink in the classroom, and not being disruptive (e.g., loud, boisterous, or argumentative) while on campus and in the classroom.

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- **Academic Honesty.** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests, turning in work which is not one's own (plagiarism), talking during tests, furnishing false information to instructors or knowingly misrepresenting oneself to the institution are grounds for disciplinary action. The consequences of cheating are severe and may include expulsion.
- **Student Rights.** All students have a right to due process. If classroom conflicts occur, discuss them with your instructor outside of the classroom or during office hours. Additional resources for assistance are listed in the Complaint Policy section of this document.
- **Instructor and Staff Rights.** Institutional staff and instructors have the right to remove a student from class at any time a student's actions are considered to interfere with the learning environment or a proper institutional environment. The instructor will refer the incident to the School Director for disciplinary action as required.
- **INT prepares students to enter the high-technology world of computing and the professional workplace environment.** As a part of the preparation process, students are expected to dress professionally at all times. Employers periodically visit our campus to evaluate both the programs being offered and the quality of our students. It is highly recommended that each student always be prepared to meet prospective employers and dress accordingly.

DISCIPLINARY ACTION

Students who fail to meet the academic, attendance, or conduct standards of the school will be subject to disciplinary action. During the period of the disciplinary action imposed, they will be advised as to the school's expectations and their case reviewed. Student services, such as tutoring, will be made available. Continued, documented substandard performance will result in suspension or dismissal. Suspension or dismissal decisions will be made by the school director. Students are expected to perform at a level to maintain a grade point average of 2.0 or higher, with no individual grade lower than 1.0, to maintain satisfactory academic progress.

Violations of the above regulations and rules subject students to the following types of disciplinary action which are to be administered by the School Director. These disciplinary actions are listed in degree of severity, but not necessarily in order of sequence. Disciplinary actions may imposed singly or in combination. A student has the right to appeal any of the actions through contract with School Director. The disciplinary process goes through the following process:

- **Warning.** Notice to the student in writing that continuation or repetition of specified conduct may be cause for other disciplinary action.
- **Reprimand.** Notice to the student in writing that officially recognize a violation of the standards of student conduct, campus rules, attendance, or academic performance and

progress. The reprimand admonishes the student to avoid further infractions in order to avoid formal action.

- **Probation.** An official disciplinary written action which places the student on a status requiring compliance with academic, attendance, and conduct standards. The probation
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- period will be no less than 30 days and no more than one full module of instruction. If the student fails to display compliance with institutional standards, two options are available to the School Director: Disciplinary suspension or termination. Issues leading to probation include academic performance or progress, attendance, conduct, and Campus Rules. Any violation of this promise mandates further formal action.
 - **Disciplinary Suspension.** Disciplinary suspension follows a hearing based on the school's performance process. It will be invoked by the School Director on students for misconduct, when the seriousness of the situation warrants such action. Suspension is an alternative to termination which allows for a period during which the school staff and the student can attempt to resolve the issues which resulted in probation and suspension.
 - **Termination.** Termination is a permanent or long-term denial of all campus privileges, including class attendance. Permanent expulsion will automatically result for any student found to be possession of illegal substances (i.e. drugs), alcohol, weapons, or other items which present a safety hazard to other students, faculty, administration, or the school equipment and faculty. The school will pursue termination of a student whenever such action can be identified as beneficial to the school, other students, or the student under consideration. The school considers this to be a serious step for both the institute and for the student.
 - **Restitution.** Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
 - **Appeal.** A student who is subject to disciplinary action may appeal that action to the School Director. The School Director will then investigate the issue(s) and determine the imposition of the discipline or the suspension of discipline, including reinstatement.

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE

While the school provides job placement assistance, no guarantee for employment or income level is made. Agencies and companies contact the school for likely candidates for employment. The placement office provides graduates with job leads and many arrange for an interview with prospective employers. The placement office meets with graduates on an individual basis to provide training where special attention is given to such topics as resume preparation, job search interview techniques, how to retain employment, and career advancement.

Placement assistance is provided and maintained for all graduates. No guarantee of placement can be made. The services provided include:

- 1.) Pre-employment counseling to define employment objectives;
- 2.) Help with resume, cover letter, and application preparation;
- 3.) Direct employer referrals;

- 4.) Job market and employment trend information; and
- 5.) Specialized job-seeking skills training.

ADVISING

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For students who were enrolled under Ability-to-Benefit and all other students, student advising is an integral part of the teaching process and the delivery of supportive services provided to students. Instructors, the student services department, and the administration are available to advise and, if possible, assist students overcome any difficulties they may encounter in the school. Students are encouraged to take advantage of this service, whenever difficulties arise.

HIGH SCHOOL DIPLOMA / GED PROGRAM

- Where to go to get your diploma or GED?

Information line: English (562) 595-8893 x192, Spanish (562) 595-8893 x227. More information is available upon request at the admissions office.

HOUSING

The school does not maintain housing for student, nor does it make specific recommendations regarding housing. However, some accommodations are available in the community.

TRANSPORTATION

Public transportation is available with stops located close to the campus. It may also be possible for students to arrange for transportation by another student if schedules are compatible.

REFERENCE MATERIALS

The school maintains a number of reference materials including books, magazines, and other pertinent trade publications as well as audio and visual instructional aids. Reference materials are kept for use on campus and/or arrangements can be made with the office for home use.

DRUG ABUSE POLICY

The school fully supports the Drug-Free Schools and Community Act of the United States Congress. The school provides students with pamphlets, books, and posters describing the effects that substance abuse has on physical and mental health. Advice and is provided when deemed necessary as well as to those who request assistance.

- National Council on Alcoholism & Drug Dependence – Long Beach Area
3750 Long Beach Blvd.
Long Beach, CA 90807 Phone: 562/462-8262

DISABILITY SERVICES

Disability Services provides assistance to students who have documented disabilities by:

- reviewing documentation to confirm eligibility
- identifying appropriate accommodations
- coordinating services in the classroom

- providing support i.e. assistive technology, testing accommodations, and others

If you have a disability and feel that you will need accommodations as a student at Institute of Network Technology, INT is here to serve you. To schedule an intake interview or ask questions: Call 562-424-9200

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CRIME ON CAMPUS

Reporting period from January 1, 2007 to July 01, 2010:

- There was no crime incident reported during this period.

If you should witness a crime or an emergency please do the following:

- 1.) Immediately notify your supervisor/instructor or School Director and report the incident; and
- 2.) In case of an emergency, call 9-1-1 or the local police.

INSTRUCTOR ASSISTANCE

Instructors are available during instruction periods and during their assigned office hours. Administrative and organizational staff are available during institutional operating hours. All are educated or experienced in the course offerings and in general instructional and learning processes so as to be able to provide tutoring, learning assistance, and academic advisement. Students are encouraged to request assistance they feel necessary to facilitate the program success and occupational development.

TUTORING

INT offers tutorial assistance. This tutoring generally falls into three categories:

- a. Students who need assistance to maintain satisfactory academic progress.
- b. Students who need assistance with a particular element in the training program.
- c. Students who desire to obtain training that exceeds the training curriculum in order to prepare for some higher level goal.

CHANGE OF PROGRAM

Institute of Network Technology reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books, as necessary, to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

ESL CLASSES

No English as a Second Language is offered.

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. Students 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. Students may request a review of their records by writing to the school registrar. All such reviews will be scheduled during regular hours under appropriate supervision.

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STUDENT TUITION RECOVERY FUND (STRF)

State of California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code 94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30-day period before the institution closure. The fund protects only California students. Institutional participation is mandatory.

Students recipient of third-party payer tuition and course costs are not eligible for protection under the STRF and the students are responsible for paying the state the assessment amount to the Student Tuition Recovery Fund.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment and tuition receipts or cancelled checks to verify the total amount of tuition paid. Such information may substantiate a claim for reimbursement from STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF, or if no notice or rights are served to the student, within four years of the institution's closure. Non-California residents are not eligible for protection and recovery from the Student Tuition Recovery Fund. For further information or instructions, contact:

- **Bureau for Private Postsecondary and Vocational Education**
1625 N. Market Blvd. Suite S-202
P.O Box 980818, West Sacramento, Ca. 95798-0818
(916) 445-3427

COMPLAINT / GRIEVANCE PROCEDURE

Students who are experiencing problems with the school or its employees or who have concerns or complaints of any kind are encouraged to bring them to the attention of their instructor. If within reasonable time the concern or complaint is not resolved, the matter should be brought to the attention of the school director:

- **Mohsen Mirhosseini, School Director**
2525 Cherry Ave. Suite 110
Signal Hill, CA 90755
Tel. (562) 424-9200

Unresolved complaints may be directed to:

- **Bureau for Private Postsecondary and Vocational Education (BPPVE)**
2535 Capitol Oaks Drive Suite 400
Sacramento Ca. 95833
(916) 431-6959

CANCELLATION / WITHDRAW / REFUND

CANCELLATION

A student who cancels this agreement in writing at anytime until midnight of the date that is the fifth (5) business day, following the start of class, shall be refunded all monies paid within 30 days after receipt of the notice of cancellation. If a Student is rejected for training or if a course is cancelled, the Student will receive a refund of all monies paid within 30 days.

WITHDRAWAL

A Student may withdraw from school at any time and receive a prorated refund. If a Student withdraws or is suspended or expelled after the aforementioned 5-day period for cancellation, all tuition and fees (i.e. educational costs), less a registration fee not to exceed \$100 shall be refunded on a pro-rata basis. In special cases where the student may not be able to continue or is impractical to complete the program due to prolonged illness, accident, death in the family or other circumstances, the school will make a reasonable and fare settlement for both parties. Once purchased, equipment becomes the property of Student.

REFUNDS

In calculating any tuition refund due, the period of enrollment is from the first day in class to the last date of recorded attendance. The time and percentage or fraction of attendance will be determined by the time of attendance divided by the total hours scheduled to complete during the billed payment period of the program. In all cases, for students who withdraw, or who are suspended or expelled, or fail to attend classes for 3 consecutive weeks, the following minimum refund policy shall apply. The refund of tuition fees (excluding equipment and registration fees) shall be equal to the total amount of tuition billed for the payment period multiplied by the fraction or percentage of time remaining.

A copy of the refund document, which incorporates the method of computation and the requirements for notification, is shown on page 17.

METHODS OF CALCULATION

Pro-rata Refund Hypothetical Example: A Student who completes 20% (or 1/5th) with educational costs of \$1,075 will receive a prorated refund of 80% less a \$75 registration fee of \$800. Each Student will receive a sample schedule of actual refund calculations at the time of enrollment. All refunds will be made within 30 days from the withdrawal date. For students who do not return from an approved Leave of Absence, refunds will be made within 30 days from the

end of the Leave of Absence period. Students will receive a Notice of Refund stating the amount of the refund and to whom refund was made within 10 days of the date the refund was made.

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INSTITUTE OF NETWORK TECHNOLOGY

Complaint Form

**To: Mohsen Mirhosseini, President/CEO
Institute of Network Technology
2525 Cherry Ave. Suite 110
Signal Hill, CA 90755**

Name of Complainant: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Instructions:

1. Please attach a statement describing the nature of the complaint. The statement should include a description of the events or circumstances upon which the complaint is based and the names and titles (if any) of the individuals involved.
2. In order for a complaint to be processed and considered by the Commission, you must give written permission for the complaint to be forwarded to the school for a response. If you do grant the Commission permission, please sign your name in the space provided below.

If a complaint can not be resolved through the appropriate school channels, a complaint may be addressed to:

- Bureau for Private Postsecondary and Vocational Education (BPPVE)
1027 Tenth St. 4th Floor
Sacramento, CA 92814
Telephone: (916) 445-3427

**STATEMENT GRANTING PERMISSION TO FORWARD
COMPLAINT TO SCHOOL**

I hereby grant permission for the Accrediting Commission to forward a copy of this complaint to the school.

I certify that the information I have provided is correct to the best of my knowledge and grant permission for the complaint to be forwarded to the school for a response.

Signature _____

Date _____

The response and the complaint will be kept on file (Human Resource Dept.) for future reference.

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THIS DOCUMENT IS IMPORTANT!

KEEP IT FOR YOUR RECORDS.

1. Date refund was made: _____
2. Amount of Refund
3. Method of calculating refund: The amount of the refund shown in b. (above) is based on the calculation of refund formula found in California Education Code 94870. The refund is to be paid to a student for a program of instruction subject to this article will be calculated as follows:

Step 1: Determine the Hourly Charge for the Program.

- a. List the total tuition charge;
- b. Deduct a registration fee not exceeding \$75.00 from the total charge;
- c. Divide the result by the number of hours in the program;
- d. The answer (quotient) is the hourly charge for the program.
(C.E.C. 94870[3][D]: An equal charge shall be deemed to have been made for each hour of instruction or each lesson.)

Step 2: Determine the Amount Owed by the Student.

- a. Determine the total hours attended by the student;
- b. Multiply that number by the hourly charge for instruction (Step 1d);
- c. The answer is the amount owed by the student;
- d. Refund will be calculated from the last day in actual attendance.

Step 3: Determine the Amount of the Refund (if any).

- a. Determine the amount paid by the student;
- b. Subtract the owed by the student (Step 2c) from the amount paid by the student (Step 3a);
- c. The answer is the amount to be refunded.

This may sound complicated. It may be easier to understand using the following example:

a. Total tuition charge:	\$1,075.00
b. Registration subtracted:	<u>\$75.00</u>
c. Balance tuition charge:	\$1,000.00
d. Total number of program hours:	100
e. Hourly program charge:	\$10 (\$1,000/100)
f. Total number of hours attended:	65x\$10 = \$650 (amount owed)
g. Amount paid by student:	\$750.00
h. Amount of refund:	\$100 (\$750-\$650)

4. Equipment cost (if any): _____
5. Name of entity to which refund was sent: _____
6. Address of entity to which refund was sent: _____

INSTITUTE OF NETWORK TECHNOLOGY

California Education Code 94868

“Notice of Cancellation

Date (Enter date of first class or date first lesson was mailed or received, whichever is applicable.)

“You may cancel this contract for school, without any penalty or obligation, by the date stated below.

”If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned within 30 days following the school’s receipt of your cancellation notice.

“But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30 day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

“To cancel the contract for school: mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

Name of institution: INSTITUTE OF NETWORK TECHNOLOGY
Address of institution: 2525 Cherry Ave. Suite 110
Signal Hill, CA 90755

“NOT LATER THAN _____

(Enter midnight of the date that is the fifth business day following the day of the first class or the day the first less was received or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable.)

“I cancel the contract for the school.

Student Signature

Date

“REMEMBER YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

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“If you have any complaints, questions, or problems which you cannot work out with the school write or call:

- Bureau for Private Postsecondary and Vocational Education
400 “R” Street, Suite 5000
Sacramento, CA 95814
Tel. (916) 445-3427

Course Instructional Information

Program: Computer/LAN Technology

Program Objective: This course will prepare graduates to gain entry-level employment as a Network Computer Specialist who is able to provide technical assistance software (e.g., DOS, Windows 2000 Professional and Server), hardware and networking (LAN & WAN Networks).

List of Occupations: Network Control Operator (031.262-014)

Cost Breakdown:

Registration Fee	Tuition	Books/Vouchers	Total Charges
\$75	\$6270.00	\$650.00	\$6995.00

(For students who are eligible for STRF, add \$2.50 per \$1,000 of the total charges.)

Class Schedule	# of Clock Hrs.	Credit Hours	# of Weeks	# of Months
M-F, 8-12:30	450	20	20 Weeks	5 Months

CLASS SEQUENCE / CLOCK HOURS / COURSE DESCRIPTION

Computer Hardware **Clock Hours 62.5**

 Students will be introduced to different parts inside computer and also there will be an introduction to Disk Operating Systems. Students will be given a very detail and explicit lecture on computer hardware and configuration. For the lab, they will build and troubleshoot computers.

Computer Software **Clock Hours 62.5**

 Students will be introduced to Windows 7 / 2008 R2 Operating System.

Networking Fundamental **Clock Hours 62.5**

 Students are introduced to more topics of Networking Essentials. At the end of this session, students will have a good understanding of different parts and components being used in Networking Technology. This course will introduce students to LAN Networks. Students will learn about peer-to-peer network, how to partition the hard drives and format the different drives, run the preventive software for checking drives.

Final Exam **Clock Hours 62.5**

 This is a review of all topics covered. Students will take the final exam at the end of module 1.

Windows XP Professional**Clock Hours 83**

Students will learn how to configure and install different devices in Windows. This course also covers definition and function of protocols.

Windows 2003/2008 Server**Clock Hours 83**

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In this session, students are taught how to install, manage and troubleshoot single domain with all the clients and user rights. Client workstation is the major part of the overall configurations.

CISCO Routers**Clock Hours 34**

In this session students will learn about the Cisco Routers, hardware, cables and configurations. Cisco Routers are connected by a serial cable to PC and managed with software called HyperTerminal. In this session students will learn how to setup the NT Router, which is a computer with two or more NIC cards installed in it. Student by setting up the router will be able to communicate with other TCP/IP Networks.

*Clock hours are a unit of time used to measure the length of a training program. A clock hour is defined as 50 minutes of a 60-minute hour. The difference is used to provide breaks in the instructional schedule. Credit hours are determined by a formula provided by organizations that accredit schools.

Program: Computerized Office Occupations

Program Objective: This course prepares graduates for entry-level position in an office environment requiring the use of computers. Students will have the knowledge, competencies and technical skills.

List of Occupation: Clerk, General (209.562-010), Secretary (201.362-030)

Cost Breakdown:

Registration Fee	Tuition	Books	Computer	Total Charges
\$75	\$4005	\$100	\$570	\$4,750
\$75.00	6250	100	570	6995

** For students who are eligible for STRF, add \$2.50 per \$1,000 of the total charges.

Class Schedule	# of Clock Hrs.	Credit Hours	# of Weeks	# of Months
M-F, 8-12:30	270	N/A	12 Weeks	3 Months
M-F, 8:00-12:30	540		24 Weeks	6 Months

CLASS SEQUENCE / CLOCK HOURS / COURSE DESCRIPTION

Windows 7 /Computer Operations**Clock Hours 20/40**

Students will learn about computer components, familiarity with keyboarding and typing the different function keys from the keyboard will be explained.

Keyboarding**Clock Hours 40 /80**

This course is design to help student bring their typing speed up to a minimum requirement in the work place. Students will do typing for the first hour of class.

Microsoft Word I & II**Clock Hours 50 /100**

Students will learn the more in-dept and detail of the MS Word program, features such as document format and editing the document is emphasized. Multiple page documents, printing the multiple page documents, and adding footnotes, endnotes, page number, are covered.

Microsoft Excel I & II

Clock Hours 65 /120

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Students will be introduced to Excel and its many uses. Features such as creating a worksheet, saving and exiting a worksheet will be covered.

Microsoft Access I & II

Clock Hours 65/100

This course covers data sheet enhancement, creating query using Data form and multiple tables. Students will learn how to create a query using data forms, changing item properties and adding new files to a report is covered.

M.S Power Point

Clock Hours 30 /60

Students will learn the Power Point for presentation course.

MS Publisher & MS Outlook for 6 Month Program

Clock Hours 100

DESCRIPTION OF FACULTY

Mohsen Mirhosseini

1992-Present: President, CEO/School Director
1990-1992: National Education Center (NEC), developed curriculum & electronics instructor.
1990-1992: Computer Learning Center (CLC), developed curriculum for computer and electronic programs, instructor in computers and electronics.
1998-1992: Symbolic Display Incorporated (SDI), Design Engineer for aircraft systems, including fuel control, 747 strobe lights, DC-10 Strobe Lights, and designed other electronic and digital computer systems.
Education: B.S.EE, California State University, Long Beach, 1978.

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Merril Fleig
2004- Present Instructor at Institute of Network Technology
1977-2004 Rancho Los Alamitos: Educate the visitors
Education: Golden West Collage, Long Beach City Collage
Micro Soft Certified for Office Programs

OTHER MATERIAL FACT

School Library:

After 2007, INT is down sized and at the present time we have only one branch with limited seats and the library holds more than 1000 technical and educational books which are available to students during school hours. Also computer with internet access is available at library.

OFFICE / INSTRUCTION HOURS

- Admission Office: Monday – Friday, 8:00 a.m. to 5:00 p.m.
- Placement Department: Monday – Friday, 8:00 a.m. to 4:00 p.m.
- Instruction Hours: Monday – Friday, 8:00 a.m. to 1:30 p.m. or 1:30 p.m to 5:30 p.m.

CLASS START DATES (See INT Program Catalog for schedule start dates.)

SCHOOL HOLIDAYS

New Year's Day (January 1), Martin Luther King Day(Jan/21/2013, President's Day (Monday, February 18/2013), Memorial Day (Monday, May 27/2013), Independence Day (Monday, July 4), Labor Day (Monday, September 2/2013), Veterans Day (Friday, November 11/2013), Thanksgiving Day (Thursday & Friday, November28/2013) and Christmas Break (Monday, December 23/2013 – Jan/02/2014)