

# ATI COLLEGE

# CATALOG

**Main Campus: 12440 Firestone Boulevard Suite 2001, Norwalk, California 90650**  
**Phone Number: (562) 864-0506**  
**Fax Number: (562) 864-7806**

**Branch Campus: 1125 East 17<sup>th</sup> Street Suite N251, Santa Ana, California 92701**  
**Phone Number: (714) 730-7080**  
**Fax Number: (714) 730-9280**

**Website: [www.ati.edu](http://www.ati.edu)**  
**General Email: [info@ati.edu](mailto:info@ati.edu)**  
**Published: 06/27/12**  
**Academic Year: 2012-2013**

Dear Student:

It is an exciting time for the allied health professions as we study and practice in an ever changing healthcare environment. There has never been a better time to enter a healthcare field!

Allied health professionals, as a diverse group, account for more than half of the healthcare workforce in the United States today. If you are looking for a rewarding career where you can make a difference, take the time to explore the programs offered at ATI College.

For more than ten years ATI College has been built through continuous investment in staff, facilities, resources, with the specific objective of educating and developing allied health professionals of the future. We deliver life-changing allied health education experiences, excellent employment prospects for our graduates, organizational transformation for our students through valuable learning experiences.

Welcome to ATI College. We look forward to helping you achieve your goals.

Myung Kim  
CEO/President

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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.

### **Approval Disclosure Statement**

ATI College is a private institution approved by the Bureau for Private Postsecondary and Education (2535 Capitol Oaks Drive, Suite 400, Sacramento, California, 95833) pursuant to California Education Code Section 94311 since 1998.

ATI College is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201), a nationally recognized accrediting agency since 2002.

ATI College is authorized under federal law (U.S. Immigration and Customs Enforcement, Student and Exchange Visitor Program: SEVP MS 5600, DHS/ICE - 500 12th Street, SW, Washington, D.C. 20598-5600) to admin non-immigrant alien students since 2003.

ATI College is approved to participate in student financial assistance programs authorized by Title IV of the Higher Education Act of 1965 by the U.S. Department of Education (400 Maryland Avenue, S.W. Washington, DC 20202-5140) since 2004.

ATI 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, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Approved programs are:

CIP	COURSE NAME	SEMESTER CREDITS	INSTRUCTIONAL WEEKS	CLOCK HOURS	AWARD	TYPE
51.0710	Medical Assisting / Billing*	23.5	21	620	Certificate	Semester
51.0901	Echocardiography*	70.5	58	1740	Certificate	Semester
51.0910	Ultrasound Technology*	70.0	58	1725	Certificate	Semester

(\* ) This course is eligible to participate in the USDE Title IV programs

### **Administration Business Hours**

Administration office hours are as follow:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8AM-6PM	8AM-6PM	8AM-6PM	8AM-6PM	8AM-6PM	CLOSED	CLOSED

### **Admission Policy & Requirement**

The school is accepting applicants for admissions as regular students once one of the following criteria has been met:

- A) Individuals with a high school diploma, GED, or college degree or passing score on ATB test are eligible to apply. Each applicant must take an entrance (Wonderlic's basic skills test) exam to enter the program of study at the college. Passing score for the Wonderlic's basic skills tests are as follows: Quantitative score or 210 or greater & Verbal score of 200 or higher.
- B) Applicants who do not have a high school diploma or GED and are beyond the age of compulsory secondary education in California must pass the Wonderlic's ability-to-benefit (ATB) test administered by an independent proctor to be considered for admission. Passing score for the Wonderlic's ability-to-benefit tests are as follows: Quantitative score or 210 or greater & Verbal score of 200 or higher.

### **Admission Procedures**

- ✓ Inquiring applicant is scheduled to visit the school.
- ✓ Inquiring applicant must have a personal interview with an admission representative.
- ✓ While visiting the school applicant receives a tour of the campus, completes an application & admissions representative explains the steps for enrollment requirements, receives an overview of the programs for which student is qualified.

- ✓ Inquiring applicant is scheduled for entrance examination.
- ✓ Upon making formal application to school, applicant will meet with financial officer to determine financial aid eligibility.
- ✓ Applicant attends program orientation prior to first day of lecture.

### **International Admissions Policy**

ATI College is authorized under federal law to admit non-immigrant alien students. Visa services are not provided.

All international applicants to ATI College must meet the same admissions standards as all other students. Additionally, international students must demonstrate competence in the English language by one of the following standards; graduation from a secondary or a postsecondary institution whose primary language of instruction was English; a minimum score of 213 on the computer TOEFL, or an equivalent level of English proficiency from an approved English as a Secondary Language (ESL) program; or proof of successful completion of a minimum of six months (two quarters) of postsecondary coursework at an accredited institution in which English was the language of instruction. All instruction will occur in English.

### **Class Schedules & Start Dates 2012-2013**

<b>Norwalk Main Campus 8:30AM-3PM M-F</b>	<b>Norwalk Main Campus 6PM-10PM M-F</b>	<b>Santa Ana Branch Campus 8:30AM-3PM M-F</b>	<b>Santa Ana Branch Campus 6PM-10PM M-F</b>
01/23/2012	01/02/2012	01/23/2012	01/16/2012
03/05/2012	03/05/2012	03/05/2012	03/19/2012
04/16/2012	05/07/2012	04/16/2012	05/21/2012
05/28/2012	07/09/2012	05/28/2012	07/23/2012
07/09/2012	09/10/2012	07/09/2012	09/24/2012
08/20/2012	11/12/2012	08/20/2012	11/26/2012
10/01/2012	01/14/2013	10/01/2012	01/28/2013
11/12/2012	03/18/2013	11/12/2012	04/01/2013
12/24/2012	1/14/2013	12/24/2012	06/03/2013
02/04/2013	3/18/2013	02/04/2013	08/05/2013
03/18/2013	5/20/2013	03/18/2013	10/07/2013
04/29/2013	7/22/2013	04/29/2013	12/09/2013
06/10/2013	9/23/2013	06/10/2013	
07/22/2013	11/25/2013	07/22/2013	
09/02/2013		09/02/2013	
10/14/2013		10/14/2013	
11/25/2013		11/25/2013	

*The school reserves the right to cancel a class and or change the start date due to insufficient enrollment. If this occurs, the student may apply all monies paid to the next scheduled class start date or request a refund (except registration fee).*

### **Calendar/Holidays**

Closure of campuses on following holidays:

- ❖ New Year's Eve & Day (Dec/Jan)
- ❖ President's Day (Feb)
- ❖ Memorial Day (May)
- ❖ Independence Day (July)
- ❖ Labor Day (Sept)
- ❖ Thanksgiving Day & Friday after Thanksgiving (Nov)
- ❖ Christmas Eve & Day (Dec)

### **Grievance Procedure**

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Director or in his/her absence to the Administrative Assistant, at 12440 Firestone Boulevard Suite 2001, Norwalk, CA 90650 (Tel. 562-864-0506) or 1125 E. 17<sup>th</sup>

Street Suite N251, Santa Ana, CA 92701 (Tel. 714-730-7080). It is strongly recommended that all grievances be presented in writing. Student Services Department will also accept oral grievances. However, if the issue still is unresolved, a student or any member of the public may file a complaint 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](http://www.bppe.ca.gov).

Schools accredited by the Accrediting Commission of Career schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complaint(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Student may direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges**

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

Website: [www.accsc.org](http://www.accsc.org)

Telephone: (703) 247-4212

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the admissions department at (800) 516-1119.

**Disclosure and Retention of Student Records (FERPA)**

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. ATI College will keep these records for three (3) years from the last day of attendance. After this period, all records may be destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

**Notification of Rights under FERPA for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day ATI College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by ATI College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a

disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of ATI College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities ATI College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ATI College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
- Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC  
20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within ATI College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)- (a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of

## 21. (§99.3l(a)(15))

**Facilities**

The ATI main campus is located at 12440 Firestone Blvd. Suite 2001, Norwalk, California. Conveniently located near the I-5, Norwalk campus has easy access to public transportation with the facility equipped with laboratories, general-purpose classrooms, student lounges and administrative offices all which are well lighted and air-conditioned. Computer laboratories are equipped with Pentium IV PCs for instructors, seating for up to 20 students in a lecture type setting with each student station equipped with Pentium IV computer units with internet access. Approximated total square footage of Norwalk facility is 12,000.

ATI branch campus is located in the City of Santa Ana in Orange County at 1125 E. Seventeenth Street, Suite N251 to accommodate students in Orange and San Diego Counties. Branch campus is easily accessible by public transportation. Facility is equipped with computer laboratories, general-purpose classrooms, student lounge and administrative offices. All rooms are well lighted and air-conditioned for the student's well-being. Approximated total square footage of Santa Ana facility is 10,000.

Imaging laboratories are equipped with medical supplies to support the student learning experiences. Each laboratory at both main and branch campus are equipped with 2-D & 3-D ultrasound systems each equipped with printers and recording devices. The school library/resource center is equipped with current collection of manuals, reference books and periodicals designed to support all course offerings. In addition, the library is equipped with multiple computer stations for private training, tutoring, and researching. The library offers computer services to all students, staff, and faculty of the college. Library hours are Monday through Friday, 8 a.m. – 10:00 p.m. Library is closed on weekends and holidays.

**Housing**

Programs offered at ATI College are “non-residential” and has no responsibility to find or assist a student in finding housing.

**Handicapped (Wheelchair Access)**

ATI campuses are accessible to all people, including those with disabilities.

**Health and Physical Considerations**

Generally, the professional in the Allied Health field must be in good physical health since he/she will be working in direct contact with patients. This related field of study requires a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

**History and Development**

ATI College is a private postsecondary vocational college system focused in technology-oriented programs. Main campus located in Norwalk California began its operation in January 1998 then soon opened ATI branch campus in Tustin California in February 2004.

In August 2008, ATI branch campus moved its location to 1125 E. 17th Street Suite N251 in Santa Ana City to better accommodate the growing student population. College continues to offer varieties of career-focused vocational programs to adult learners in Los Angeles and Orange Counties.

**Mission & Objectives**

It is ATI mission to improve peoples' lives through providing professional work-skill training. Students seeking to succeed as professionals and instructors seeking to teach such students require a learning environment committed to high standards of instruction. ATI College seeks to respond to these needs and challenges by teaching our students 1) to develop high-level of knowledge in their chosen field of career, 2) to develop analytical and critical thinking skills, 2) to help understand the significance of self-discipline thus acquiring self-confidence, 4) to develop professional attitude and 5) the ability to meet employer's expectations in the world of professionalism.

**Orientation Class**

Students are required to attend the program orientation class prior to the first day of lecture.

**Statement of Non-Discrimination**

ATI College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

**Drug Abuse Prevention Program**

The college strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with ATI College who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

<b>Agency</b>	<b>Telephone Number</b>	<b>Office Address</b>
Ness Counseling Center	(562) 776-9495	8347 Eastern Ave, Bell Gardens, CA
Compton Special Svc Center	(310) 605-5693	404 N Alameda St, Compton, CA
Family Restoration Alcohol	(562) 644-5730	11816 Pennsylvania Ave, South Gate, CA
LA Centers for Alcohol & Drug	(562) 906-2676	11015 Bloomfield Ave, Santa Fe Springs, CA
Mela Counseling Svc Center Inc	(323) 721-6855	5723 Whittier Blvd, Los Angeles, CA
Drug & Alcoholism Treatment	(562) 570-4440	1133 E Rhea St, Long Beach, CA
Atlantic Recovery Services	(562) 436-3533	644 W 5th St, Long Beach, CA
Whittier Counseling Center	(562) 236-2090	7348 Painter Ave, Whittier, CA
Aegis Medical Systems Inc	(562) 946-1587	14240 Imperial Hwy, La Mirada, CA

**Career Advising**

Career advisors are on-campus to provide assistance and advice to students individually as often as necessary. Advising takes place in monitoring the student progress as scheduled for the period of enrollment. Career advisors assess graduates needs, communicate with potential employers, and assist students with job interview techniques and workshops.

**Disclaimer of Employment Guarantee**

ATI College does not guarantee employment to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Placement assistance is providing by reviewing the listings of prospective employers seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

**Student Services**

Student services advisors are on-campus to provide student counseling/advising services, including but not limited to facilitate responses to student needs through student evaluations; facilitate responses to student complaints; facilitate student transfer requests; facilitate student repeat requests; facilitate student leave of absence (LOA) requests; facilitate student transcript requests; facilitate student completion certificate requests; facilitate student verification of enrollment (VOE) requests; facilitate student information update requests.

**Attendance and Make-Up Policies**

Students are required to attend classes and lab sessions which are scheduled by the college. A notice is sent if student's attendance should drop below the norm. Excessive absences will be considered grounds for dismissal. Excessive absence is defined as missing 30 percent or more of the cumulative hours scheduled to date within a given module/course of study. Note: Student is considered "withdrawn" with 14 consecutive absences (using the calendar days which includes the weekends and holidays) and a notice is sent to the student informing the student status as "withdrawn". If a student's last date of attendance is on a Friday, the 14 days of consecutive absences will be counted beginning the next school day. If the 14<sup>th</sup> day of consecutive absence falls on a weekend or holiday, the student will be dismissed on the following school day; if the student returns on the following school day, student will not be considered "withdrawn." Please refer to "Satisfactory Academic Progress (SAP)" policy in this catalog for additional information. Student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. The instructor and Student Services Advisor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

**Course & Midterms/Final Exam Make-Up**

To make up class work and/or examinations, student must:

1. Have "unforeseen, but fully justifiable" reason(s) and must provide a written explanation.
2. Bring all relevant information for student services manager and instructors to review.
3. Agree to the terms for how and when the make-up will take place. ALL MAKEUP HOURS & WORK MUST BE COMPLETED ON CAMPUS.

#### ***Course & Midterms/Final Exam Make-Up Procedure***

- Student must submit a written request to make-up missed hours along with supporting documentation (i.e. doctor's note, court documents, military documents, child care documents, etc.) to student service personnel. Requests without supporting documentation will be determined by the student services personnel to be eligible/ineligible for make-up on an individual basis. You must submit a request as soon as returning from the absence. Explanation must clearly justify his/her absence; one note for each absence would be ideal.
- Student services reviews the explanation to determine make-up eligibility.
- If determined eligible to make-up hours missed, Make-up Form is prepared by the student services personnel with an appropriate number of clock hours needed along with a make-up due date. If determined ineligible to make-up missed class hours, student is notified in writing explaining the reasons for request denial. Student is further instructed to "retake/repeat" the course to meet satisfaction.
- Upon completion, total hours made-up along with the Make-up Form and note must be submitted to student services personnel for evaluation. If the make-up is not done on campus as instructed, the hours will not be honored.
- If form is determined to be completed, form is given to the registrar for her to enter earned hours into school system.
- Registrar notified FAO and Accountant the make-up hours.

Make-up Form is kept in the student file for the duration of five years. The student should also keep the copy of the completion for at least three modules.

#### **Academic Probation Policy**

ATI College reserves the right to apply academic probation policy to any student whose academic, attendance, and/or conduct standing does not meet the school's satisfactory standards. Students on academic probation for the total length of the module following the probation announcement must satisfy the problem condition(s) prior to the starting of the subsequent module. The instructor and school director will determine if problem conditions have been satisfied before student is allowed to start subsequent module/course. Student is placed on academic probation if school academic requirements are not satisfied.

#### **Dismissal Policy**

College reserves the right to dismiss any student where academic, attendance, conduct standing, and/or financial obligations does not meet the school's satisfactory standards. Students who have been dismissed may be reinstated only upon approval of the school director after satisfying the requirements. All dismissals are determined on individual basis.

#### **Attendance Status**

A full-time student attending a credit hour program is expected to complete 24 semester credit hours or 36 quarter credit hours in a period of not less than 30 instructional weeks. A three-quarter time, a half-time and a less than halftime enrollment is calculated based on the student load per semester or quarter. A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half- time or less than half time enrollment is calculated based on the student work load in a payment period.

#### **Class & Practice Hours - Credit Procedure**

Full-time students at ATI College record their attendance by clocking IN their names at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Part-time students at ATI College record their attendance by clocking IN their names at the start of the day and OUT at the end of the class day. Students receive credit for task/operation/project completed after each action is verified by an instructor or office administrator.

#### **Credit Evaluation & Transfer**

ATI College has not entered into an articulation or transfer agreement with any other college or university. ATI College does not award credit for prior experiential learning. Credit for courses taken at an accredited postsecondary institution may be accepted at ATI College if the following conditions are met:

1. An official transcript, or transcripts, accompanies the request which must be made prior to matriculation at the school.
2. All credits requested have been completed prior to matriculation. There is no accommodation for concurrent enrollment.
3. Students with degrees from international colleges and universities must submit an official translation of the transcript along with the request to transfer credits.
  - (a) Requests must be received prior to matriculation.
  - (b) Credits may be granted on a course-by-course basis.
4. Students who have earned some postsecondary credits, but did not complete an academic associate's or bachelor's degree, may request transfer credit by submitting an official transcript along with the request. Credit may be granted on a course-by-course basis if:
  - (a) Credit is applied for prior to matriculation.
  - (b) Grades earned are "C" (2.0) or higher.
  - (c) Courses fit into the appropriate equivalent categories/courses by ATI College at the time of application.
5. If the student has a technical degree or has earned some credits from a technical postsecondary institution, credit may be granted on a course-by-course basis if:
  - (a) Credit is applied for prior to matriculation.
  - (b) Grades earned are "C" (2.0) or higher.

#### **I. The Process for Evaluation of Transfer Credit**

Transfer credit must meet the expectations of the faculty and directors and must be appropriate to the program sought. Academic credit earned within ten (10) years prior to admission will be reviewed as to applicability to the present course of study. The Admissions reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student's records. It is not the policy of ATI College to impose redundant programs or requirements on any student. All transfer credits must be reviewed prior to the student's matriculation. Credits will not be accepted after the student has enrolled at the school. As much as fifty percent (50%) of the credits required for graduation from ATI College may be satisfied through transfer credit

#### **II. The Process for Establishing Equivalency of Transfer Credit**

Transfer credit is accepted from postsecondary institutions authorized by appropriate legal authorities. Corporate or specialized training programs may be recognized as transfer credits as recommended by generally accepted national educational standards. Not all prior credit is applicable to credits earned at ATI College. Transfer credit must support the program. The designated Academic Affairs staff member will evaluate all transcripts and requests for credit to determine transfer credit acceptable to the school as meeting partial requirements for the program.

#### **III. Administrative Position Responsible for Transfer Evaluation**

The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or academic staff.

#### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at ATI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn in the program of study is also at the complete discretion of the institution to which you may seek to transfer. If the completion 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 ATI College to determine if your completion certificate will transfer.

#### **Grading System**

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and

academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

<u>Grading</u>	<u>Letter</u>	<u>Description</u>	<u>Grade point</u>
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

### **Graduation Awards**

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of “C” (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate credential examination.

### **Leave Of Absence**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the student advisor. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days but less than 60 days (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 initiate from the first day the student goes on the first leave). Students will not be assessed additional tuition charges while on their Leave of Absence. Before the start of the Leave of Absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated. Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

### **Clock Hour to Credit Hour Conversion Formula**

School’s definition of clock hour to credit hour conversion is as follows:

- 1 SEM. DIDACTIC CLOCK HOUR = 2 UNITS
- 1 SEM. SUPERVISED LAB CLOCK HOUR = 1.5 UNITS
- 1 SEM. EXTERNSHIP CLOCK HOUR = 1 UNIT

### **Definition of Clock Hours**

School’s definition of clock hour is as follow: 50 minutes duration in classroom lecture, lab/shop hours, independent study activity, or externship hours.

### **Satisfactory Academic Progress (SAP)**

**STANDARDS:** This institution expects all of its regular students to maintain **Satisfactory Academic Progress (SAP)** as established by this institution under the guidelines of the institution’s accrediting body the student must:

1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

**EVALUATION PERIODS: Student receiving aid from Title IV Aid Programs** must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

**APPEAL PROCEDURES:** The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the director of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The director shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. The decision of the director shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

**REINSTATEMENT:** A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

**RE-ENTERING:** Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

### **Voter Registration**

In order to vote in a California election, you must complete a Voter Registration Form. To register to vote in California, you must be:

- A United States citizen,
- A resident of California,
- 18 years of age or older on Election Day,

Students may refer to the following website to download voter registration forms. <https://www.sos.ca.gov/nvrc/fedform/>

**Courses of Study**

Institution ID:	03740400
Program Name:	<b>Echocardiography</b>
Program Length in Months:	14 (F/T) 22 (P/T)
Clock Hours:	1740
Semester Credit:	70.5
Program CIP:	51.0901
Program Level:	01: Certificate
Related Occupation:	29-1126.00: <a href="#">Respiratory Therapists</a> 29-2033.00: <a href="#">Nuclear Medicine Technologists</a> 29-2034.01: <a href="#">Radiologic Technologists</a> 29-2034.02: <a href="#">Radiologic Technicians</a> 29-2052.00: <a href="#">Pharmacy Technicians</a> 31-9091.00: <a href="#">Dental Assistants</a> 31-9092.00: <a href="#">Medical Assistants</a>
Total tuition and fees for entire program:	\$30325.00
Total of books and supplies for the entire program:	\$915.00
Non-refundable registration:	\$75.00
Total room and board charges for living on campus:	N/A
No housing on campus:	0
School website:	<a href="http://www.ati.edu">http://www.ati.edu</a>

## Program description:

Echocardiography program offers exceptional clinical didactic education and hands-on practical experiences needed to create a well-rounded, fully competent cardiac sonographer for an entry-level position in the occupations and job titles to which the program is represented to lead. Upon successful completion of this program, graduate is awarded a completion certificate. Student will have opportunity to train and observe in the field of adult echocardiography including patient management and clinical medicine, ultrasound physics and instrumentation, pathophysiology of cardiovascular diseases and therapeutic measures, 2D & M mode echocardiography, cardiac doppler and color flow echocardiography, advanced techniques in echocardiography and stress echocardiography.

- Medical Terminology, Anatomy, and Physiology (180 clock hrs/8 semester credits): This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular/urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, basic math, and the fundamental knowledge to succeed in the ultrasound technology program.
- Vascular 1 (180 clock hrs/7.5 semester credits): Vascular 1 module will prepare students with an introduction to vascular sonography. Discussion and lectures topics will be based on vascular anatomy, hemodynamics, special analysis, and cerebral vascular (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Vascular 2 (180 clock hrs/7.5 semester credits): This module is a continuation of Vascular 1 where students will be introduced to discussions and lectures of carotid lower venous topics, lower arterial studies topics, normal vs. abnormal pathological conditions, and plethysmography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Physics & Instrumentation 1 (180 clock hrs/7.5 semester credits): In this module students are introduced to the nature and physics of the ultrasound, intersection of human tissues, image formations and display, subject of knobology, and 2D scanning instrumentation and their safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Physics & Instrumentation 2 (180 clock hrs/7.5 semester credits): Upon successful completion of Physics & Instrumentation 1 & 2, students will have understanding knowledge of the nature and physics of the ultrasound, intersection of human tissues, image formations and display, knobology, Doppler, color flow, 2D scanning instrumentation and safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Echocardiography 1A & B (360 clock hrs/15 semester credits): This module prepares the students to understand the general study of the echocardiography. It prepares the students to recognize and interpret the following: Coronary

Artery Disease, Complications of MI, and Pericardial Diseases. Module will further cover learning how to do ultrasound of the vascular system including carotid arteries, arterial ultrasound of the extremities and venous studies of the lower extremities. The students will be taught how to do Doppler ultrasound including color flow imaging and analysis, and how to evaluate waveforms (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).

- Echocardiography 2A & B (360 clock hrs/15 semester credits): This module prepares the students to understand the advanced level of study of the echocardiography. This module prepares the student to recognize and interpret the conditions and symptoms of the Congenital Heart Diseases as well as topics to be further discussed in Echocardiography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Clinical Externship (120 clock hrs/2.5 semester credits): Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, externship is part of program (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology, Vascular 1&2, Physics and Instrumentation1&2, Echocardiography 1A&B, Echocardiography 2A&B modules).

REQUIRED TEXTBOOK	AUTHOR	ISBN#	PRICE
Medical Terminology for Health Professions	Ehrlich/Schroeder	978-1-4180-7252-0	\$ 99.00
Sonography, Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin	978-1-4160-5556-3	\$ 120.00
Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin	141605555X	\$ 60.00
Ultrasound Scanning Principles and Protocols	Betty Bates Tempkin	978-0-7216-0636-1	\$ 97.00
Understanding Ultrasound Physics	Sidney K. Edelman	UUP3	\$ 90.00
Introduction to Vascular Ultrasonography	Zwiebel/Pellerito	0-7216-0631-8	\$ 129.00
Clinical Echocardiography	Catherine Otto	978-141-6055594	\$ 180.00
Echocardiographer's Pocket Reference	Terry Reynolds	99990014	\$ 80.00
Uniforms			\$ 60.00
<b>TOTAL:</b>			<b>\$ 915.00</b>

**Admission Requirement:**

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

Institution ID:	03740400
Program Name:	<b>Ultrasound Technology</b>
Program Length in Months:	14 (F/T) 22 (P/T)
Clock Hours:	1725
Semester Credit:	70
Program CIP:	51.0910
Program Level:	01: Certificate
Related Occupation:	29-2031.00: <a href="#">Cardiovascular technologists and technicians</a> 29-2012.00: <a href="#">Clinical laboratory technologists and technicians</a> 29-2033.00: <a href="#">Nuclear medicine technologists</a> 29-2034.00: <a href="#">Radiologic technologists and technicians</a>
Total tuition and fees for entire program:	\$28825.00
Total of books and supplies for the entire program:	\$940.00
Non-refundable registration:	\$75.00
Total room and board charges for living on campus:	N/A
No housing on campus:	0
School website:	<a href="http://www.ati.edu">http://www.ati.edu</a>

Program description:

The objective of the Ultrasound Technology program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the occupations and job titles to which the program is represented to lead. Upon successful completion of this program, graduate is awarded a completion certificate. Graduates of this program may assume a responsible position as a member of the health team in a hospital, imaging center, doctor's office, or clinic. Positions may also be available in private practice, industry, or government. Duties may include performing ultrasound scans of the upper abdomen, pelvic area, microscopic / macroscopic anatomy of veins and arteries, or superficial structures.

- Medical Terminology, Anatomy, and Physiology (180 clock hrs/8 semester credits): This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular-urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, basic math, and the fundamental knowledge to succeed in the ultrasound technology program.
- Vascular 1 (180 clock hrs/7.5 semester credits): Vascular 1 module will prepare students with an introduction to vascular sonography. Discussion and lectures topics will be based on vascular anatomy, hemodynamics, special analysis, and cerebral vascular (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Vascular 2 (180 clock hrs/7.5 semester credits): This module is a continuation of Vascular 1 where students will be introduced to discussions and lectures of carotid lower venous topics, lower arterial studies topics, normal vs. abnormal pathological conditions, and plethysmography (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Physics & Instrumentation 1 (180 clock hrs/7.5 semester credits): In this module students are introduced to the nature and physics of the ultrasound, intersection of human tissues, image formations and display, subject of knobology, and 2D scanning instrumentation and their safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Physics & Instrumentation 2 (180 clock hrs/7.5 semester credits): Upon successful completion of Physics & Instrumentation 1 & 2, students will have understanding knowledge of the nature and physics of the ultrasound, intersection of human tissues, image formations and display, knobology, Doppler, color flow, 2D scanning instrumentation and safety functions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Abdomen 1 (180 clock hrs/7.5 semester credits): This module is designed to provide students with the basic knowledge of the regional anatomy and terminology as it relates to the abdominal area and small parts (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Abdomen 2 (180 clock hrs/7.5 semester credits): This module is a continuation of Abdomen 1. Upon completion of Abdomen 1 & 2, students will obtain entry level skill necessary to perform abdominal and small parts ultrasound examinations and will be able to recognize organs and normal anatomy and some pathological conditions

- (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **OB/GYN 1 (180 clock hrs/7.5 semester credits):** This module provides the basics knowledge and skills to perform first, second and third trimester studies; recognize normal vs. abnormal conditions, maternal complications, and fetal assessment. Special gynecological procedures are also discussed in this course (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
  - **OB/GYN 2 (180 clock hrs/7.5 semester credits):** OB/GYN 2 is a continuation of OB/GYN 1 module. In this module students will obtain the basic knowledge that will assist sonographers to distinguish the normal anatomy and common pathologic conditions vs. commonly known anatomy abnormalities and their conditions. Upon completion of this module students will be able to perform OB/GYN ultrasound examinations at an entry-level competency (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
  - **Clinical Externship (105 clock hrs/2 semester credits):** Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, the externship is part of the students program (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology, Abdomen 1&2, OB/GYN 1&2, Vascular 1&2, Physics and Instrumentation1&2 modules).

REQUIRED TEXTBOOK	AUTHOR	ISBN#	PRICE
Medical Terminology for Health Professions	Ehrlich/Schroeder	978-1-4180-7252-0	\$ 99.00
Sonography, Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin	978-1-4160-5556-3	\$ 120.00
Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin	141605555X	\$ 60.00
Ultrasound Scanning Principles and Protocols	Betty Bates Tempkin	978-0-7216-0636-1	\$ 97.00
Understanding Ultrasound Physics	Sidney K. Edelman	UUP3	\$ 90.00
Obstetrics and Gynecology	Mimi C. Berman/Harris L. Cohen	978-0-397-55261-0	\$ 140.00
Abdomen and Superficial Structures	Diane M. Kawamura	0-397-55263-7	\$ 145.00
Introduction to Vascular Ultrasonography	Zwiebel/Pellerito	0-7216-0631-8	\$ 129.00
Uniforms			\$ 60.00
<b>TOTAL:</b>			<b>\$ 940.00</b>

**Admission Requirement:**

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

Institution ID:	03740400
Program Name:	<b>Medical Assisting/Billing</b>
Program Length in Months:	5 (F/T) 8 (P/T)
Clock Hours:	620
Semester Credit:	23.5
Program CIP:	51.0710
Program Level:	01: Certificate
Related Occupation:	29-1111.00: <a href="#">Registered Nurses</a> 29-1124.00: <a href="#">Radiation Therapists</a> 29-2033.00: <a href="#">Nuclear Medicine Technologists</a> 29-2041.00: <a href="#">Emergency Medical Technicians and Paramedics</a> 29-2061.00: <a href="#">Licensed Practical and Licensed Vocational Nurses</a> 31-1012.00: <a href="#">Nursing Aides, Orderlies, and Attendants</a> 31-9091.00: <a href="#">Dental Assistants</a>
Total tuition and fees for entire program:	\$8675.00
Total of books and supplies for the entire program:	\$375.00
Non-refundable registration:	\$75.00
Total room and board charges for living on campus:	N/A
No housing on campus:	0
School website:	<a href="http://www.ati.edu">http://www.ati.edu</a>

Program description:

Medical Assisting/Billing program will prepare students for positions as entry-level medical assistant / billing position in health care offices, clinics, and hospitals. Upon successful completion of this program, graduate is awarded a completion certificate. Program will introduce areas of legal issues, front office administration, customer service, general biology, and medical terminology. Students will also learn the private insurance plans, including HMO, PPO, and POS; Medicare; workers' compensation; disability insurance; and disputed and delinquent claims.

- Medical Terminology (75 clock hrs/3 semester credits): Acquaint students with insurance terminology, to introduce the meaning and pronunciation of medical terms, including prefixes, root words and suffixes; Students will learn insurance terminology and the location of all body parts and their functions; How to use the PDR; identify symbols and abbreviations, Medical terminology as it refers to medical claims.
- Keyboard & MS Word/Excel (100 clock hrs/4.5 semester credits): Including familiarization with a standard keyboard, accuracy and speed; Students will become familiar with MS Word & Excel. The student will learn how to set page, cut, copy, in put data and retrieve data from disk on word. The student will learn how to edit, format, formulate, chart, and graphics; Using widely known software, Medisoft, students will be able to be trained in the basic fundamentals of a computerized accounting system for medical providers, primary functions will include patient registrations, coding, insurance claims statements, accounts receivables.
- Medical Coding (75 clock hrs/3 semester credits): Provides students with a clear understanding of what managed care is. How it works, and the task and responsibility of the office staff, review medical information management and technology. Understanding all phases of Blue Cross and Tricare billing; Identify government claims, and coding, how to bill government claims, reimbursements, coding; Students will learn what is workers compensation, the types of activities that will be considered workers comp. benefits covered by workers comp.
- Medical Billing (80 clock hrs/4 semester credits): Using widely known software, Medisoft, students will be able to be trained in the basic fundamentals of a computerized accounting system for medical providers, primary functions will include patient registrations, coding, insurance claims statements, accounts receivables; Students will be able to identify dental claims, dental coding, computerized dental transmissions, the oral cavity of the mouth, the teeth; Students will be able to identify hospital coding, hospitals claims forms, submissions of hospitals claim forms, in and out patient billing, physical therapy billing, in-patient billing the use of the HCPCS billing system.
- Medical Office Management (75 clock hrs/3.5 semester credits): Students will learn what it takes to work in a medical facility front office, medical legal responsibility, patient charting, medical records, telephones, insurance verifications, reviewing forms managed care lines.
- Introduction to Medical Law (25 clock hrs/1 semester credit): Identify the importance concepts in maintaining patient

records, right to privacy, define fraud, malice, and oppression, collection procedures, Cal-OSHA laws and regulations as it pertains to the medical field.

- Career Development & Job Search (50 clock hrs/2 semester credits): Acquaint students with professional ethics, dress codes, professional verbiage, how to communicate effectively, verbal and written skills; Students are offered assistance in job search, mock interviews, setting up appointments, resumes and cover letters.
- On-the-job Externship (120 clock hrs/2.5 semester credits): Students of Medical Assisting/Billing program are required to perform externship duties prior to graduation and upon successful completion of the in-school portion of their training. There is no cost to the externship site for this service as it gives the student a chance to perform "on-the-job" and a chance for the site to utilize the services of a student without remuneration. Students will act as externs for a period of four weeks at the rate of 30 hours per week.

REQUIRED TEXTBOOK	AUTHOR	ISBN#	PRICE
Medical Terminology for Health Professions	Ehrlich/Schroeder	978-1-4180-7252-0	\$ 99.00
Step By Step Medical Coding Text and Workbook Package	Carol Buck	978-1437723724	\$ 108.00
Kinns Administrative Medical Assistant Package	Alexandra Adams	978-1416054351	\$ 108.00
Uniforms			\$ 60.00
TOTAL:			\$ 375.00

**Admission Requirement:**

Persons with high school diploma or GED or college degree or passing score on ATB test are eligible to apply.

**Tuition and Fees Policies**

<b>Program</b>	<b>Clock (Sem. Credit)</b>	<b>Tuition</b>	<b>Registration (US)</b>	<b>Registration (Foreign)</b>	<b>Registration* (Vet)</b>	<b>Materials</b>
Echocardiography	1740 (70.5)	\$30,325.00	\$75	\$150	\$10	\$915
Medical Assisting & Billing	620 (23.5)	\$8,675.00	\$75	\$150	\$10	\$375
Ultrasound Technology	1725 (70)	\$28,825.00	\$75	\$150	\$10	\$940

Course materials are not included in the tuition. Student will need to purchase notebooks, pens, pencils, etc. separately. Purchased books and other supportive materials are non-refundable/non-returnable. Tuition and fees do not include testing costs for certifications, licensures, and/or credential examinations. Above tuition rates are applicable to students enrolled on or after January 1, 2008.

\*Registration fees for students receiving U.S. Veterans benefits are only \$10.00.

As of 07/01/08 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed.

**Student Tuition Recovery Fund (STRF) Statement**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay 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, or are not enrolled in a residency program, or
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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Re-Entry Policy**

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to ATI College, those hours and projects earned at that institution may be credited to the student for the new re-enrollment. Each re-entry is treated on an individual basis. ATI College reserves the right to reject students that had withdrawn from ATI College twice before.

### **Method of Payment**

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from ATI College and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

### **Institutional Refund Policy and procedures upon withdrawing from school**

#### **Withdrawing from school – Policies & Procedures:**

##### **Definitions:**

- **Withdrawal date:**
  - ✓ **Institutions required to take attendance:** Last physical date of attendance recorded in the institutional records.
  - ✓ **Institutions NOT required to take attendance:** The date when the institution recorded the last student's participation into any academically related activity or, The recorded midpoint of the payment period or course of study as it is used by the institution in calculation of its Return of Title IV Procedures

Return of Title IV Funds and Institutional Refund policy will use this date in their calculations as the end date of the payment period or enrollment period

- **Determination of withdrawal date:**  
Per Federal Regulations the school will determine within 14 days of student's absence, if the student would be returning to school or not. This will be the date of the institutional determination of withdrawal from school.

Institutions will use the determination of the withdrawal date as the start of the 45 day period in which the institution would make restitution of funds as calculated by the Return of Title IV or Institutional Refund policy calculation in accordance to State and Federal requirements.

- **Determination of withdrawal from school:**  
Institutions will determine that a student is no longer enrolled on the earliest of:
  1. The date the student notifies the school in writing of his/her intent to withdraw from school.
  2. The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
  3. The date the student failed to attend classes for a two-week period and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded, **Or** (If attendance is not required) the last date when the student participated in an academically related activity or midpoint of the term, payment period or enrollment period.

4. For California Schools: If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
5. The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

- **Withdrawal Calculations:**

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine **if the student received or was entitled to received Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period).** If the answer is **YES**, the institution will conduct **two distinctive and different calculations**. Those calculations are described as follows.

1. **Return of Title IV Funds:**

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

- 1 Unsubsidized Loans from FFELP or Direct Loan
- 2 Subsidized Loans from FFELP or Direct Loan
- 3 Perkins Loans
- 4 PLUS (Graduate Students) FFELP or Direct Loan
- 5 PLUS (Parent) FFELP or Direct Loan
- 6 Pell Grant
- 7 Academic Competitiveness Grant (ACG)
- 8 National SMART Grant
- 9 Federal SEOG

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

**NOTE:** If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

2. **Post Withdrawal Disbursement:**

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds

are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

#### **The Institutional Refund Policy:**

This is a calculation mandated by the state agency, the accrediting agency or the institution itself. The formula takes into consideration the percentage of the course completed and it applies that percentage or the corresponding brackets to the institutional charges to determine how much the institution earned of those charges, how much was paid toward those charges and finally the amount owed, if any, by the student to the school or if there is an amount due from the institution as a refund to the Title IV aid program. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the Determination of withdrawal from school date.

**Sample refund policy statement:** The following SAMPLE refund policy applies to schools operating in the State Of California Under the approval given by the California Bureau for Private Postsecondary Education.

#### **Refund Policy**

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the Admissions Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (**including absences**), there will be no refund to the student.

A registration fee of \$75.00 **is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

#### **Academic Transcripts**

To request an official transcript of all courses you have previously registered with ATI COLLEGE, student must complete (include your signature) and return Form Academic Transcript Request to ATI COLLEGE, Attention: Student Services Department, Subject: Transcripts at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650. If paying by credit card, you may submit request form via fax to (562) 864-7806. Otherwise, please include a check or a money order made payable to ATI COLLEGE and send to address above. The cost for each official transcript is \$10.00.

**Note:** Most colleges and universities prefer an original transcript to be mailed directly to them. Please include a contact name or department when requesting transcripts to be sent directly to an educational institution. Please allow 5 to 10 working days to process your transcript.

## **School Rules and Regulations**

### ✓ **Professional Conduct of Student:**

An important element of the training at ATI includes the development of professionalism. The high standards maintained in ATI programs prepare each student to meet the highest expectations of employers. College expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to immediate dismissal:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State or local law on ATI premises or at ATI sponsored functions.
- College views excessive tardiness as violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. ATI reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

### ✓ **Disciplinary Policy**

All students of ATI College are expected to conduct themselves in accordance with applicable laws, regulations, departmental policies and generally acceptable college behavior. The examples listed under the Professional Conduct of Student are to be used as a guide and are not intended to be all-inclusive. At the occurrence of any offense, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered. Generally, students will be allowed three formal warnings as steps towards disciplinary actions and will be dismissed on the fourth offense. However, all terminations will be determined on an individual basis and certain offenses may result in immediate dismissal without warning.

### ✓ **Professional Dress Standards:**

Important part of the training at the college includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, we at ATI have created a "work-like" environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just few of the ingredients that go into the makeup of a "professional". In these areas we have high standards because we are committed to preparing our students for the highest expectations of our employers.

### ✓ **Maximum Number per Classroom & Laboratory Policy:**

Maximum number of student per classroom and laboratory at all ATI College campuses is 30.

### ✓ **Student Information Updates:**

It is student's responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). No particular form is required when submitting these changes to the school. However, Student Information Update Form is recommended.

### ✓ **Special Instructional Assistance:**

Individuals who have occasional difficulty with study are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact the student service department at the school for more information.

✓ **Guidance:**

College provides guidance services for students depending on their individual needs. Assistance in program selection and career planning is available at the student service department. Students encountering problem which interferes with their education are encouraged to bring these problems to attention of their instructor or the student service coordinator. College recognizes the existence of external factors, which may interfere with study of program, such as physical or substance abuse. For those students trying to deal with substance problem, student service coordinator is available for advising. College also offers referral services through local agencies. Key element is that the student must take the initiative to ask for assistance.

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

Bureau for Private and Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone: (888) 370-7589  
Fax: (916) 263-1897

**Other Fees and Charges**

Description	Fees & Charges
Academic Transcript (official copy)	\$10
Completion Certificate Duplicate Copy Fee	\$10
Dishonored Check Charge (Charged to your account if your bank cannot honor any check you write to ATI COLLEGE)	\$20
Disputed Credit Card Fee	\$10
I-901 Fee (for F1/M1 international students only)	\$200
International Student Registration Service Fee (non-refundable)	\$150
Professional Liability Insurance for Student	\$35/YR
Registration or Re-registration Fee (non-refundable; pay when you apply or reapply to ATI COLLEGE)	\$75
Student Identification Card (ID)	\$20
Parking Pass Replacement Fee	\$25
<b>Fees last modified on 12/15/2011</b>	

<b>STAFF</b>	<b>EDUCATION &amp; PROFESSIONAL QUALIFICATION</b>
Mr. Myung J. Kim CEO/President	Yon Sei University, Seoul Korea, BA, Law
Dr. Lisa Jee, Ph.D. Executive Director	University of California, Los Angeles, Graduate School of Education & Information Studies, PhD, Educational Psychology California State University, Long Beach, College of Education, MA, Educational Psychology California State University, Long Beach, College of Education, BA, Liberal Studies
Ms. Diane Kim Campus Director	University of California, Irvine, BA, Economics and Political Science Sunnyhills High, Fullerton, CA
Mr. Andy Hsu Director of Admissions Director of Marketing	SungKyunKwan University, Seoul Korea, BA, Chinese Literature & Minor in Business Management University of California, Los Angeles, Extension Program, Certificate of Business Management
Dr. Ruben Grigoryants, M.D., Ph.D. Director of Medical Programs	Society of Diagnostic Medical Sonography, SDMS, CMEC Maric College, North Hollywood, California, Instructor St. Joseph Hospital, Burbank, California, Advanced Echocardiography Program, Certificate Good Samaritan Hospital, Los Angeles, California, Advanced Echocardiography Program, Certificate American Institute of Medical Science, Los Angeles, California, Diagnostic Cardiac Ultrasound Program, Diploma, Broadway Medical Center: Ultrasonographer Medical College: Medical Program Director Andizhan State Medical Institute, Andizhan (former USSR), M.D. University of Moscow, Moscow, Surgical Treatment of Parasitic, Ph.D.
Mr. Christopher Cooke Career Advisor Externship Coordinator	California State University, Los Angeles, BA, History National University, Teaching Credential (Single Subject)
Ms. Valery Carrillo Financial Aid Officer	University of California, Santa Barbara, BA, Spanish & Sociology Senior Financial Aid Officer, Concorde Career College, North Hollywood Financial Aid Analyst, UC Santa Barbara Financial Aid Peer Advisor, UC Santa Barbara
Ms. Julie Yang Student Advisor	Fashion Institute of Design & Merchandising, Costa Mesa, CA
Ms. Emily Kaplowitz Student Advisor	University of Maryland, BA, Political Science Barry University, MS, Counseling
Mr. Joseph Reiber Admissions Advisor	Kent State University, BS, Secondary Education w/Social Studies concentration University of Pittsburgh, Educational Administration, MA Licensed by the State of California as a Life & Accident/Health Agent
Ms. Erna Castaneda Receptionist	Abraham Lincoln High, Los Angeles, CA
Ms. Kimberly Park Receptionist	The Art Institute, Santa Ana, CA

FACULTY (listed alphabetically by last name)	EDUCATIONAL & PROFESSIONAL QUALIFICATION
Dr. Hazem Armanyos, RDMS Ultrasound Program	<ul style="list-style-type: none"> <li>▪ Medical Council of Canada, MCCEE, Medicine</li> <li>▪ Faculty of Medicine, Ain-Shams University, Cairo, Egypt, MBBCh</li> <li>▪ Faculty of Medicine, Cairo University, Cairo, Egypt, M.D.</li> <li>▪ Medical Practice License, EgyptLicense to practice Medical Profession</li> <li>▪ Member of the Egyptian Medical Syndicate</li> <li>▪ Member of the Kuwait Medical Association</li> </ul>
Dr. Asphahan Botros, Ph.D., RDMS Ultrasound Program	<ul style="list-style-type: none"> <li>▪ Atlantis Career College: Instructor, Ultrasound and Vascular Technology Program</li> <li>▪ Marina Ultrasound Diagnostics: Director</li> <li>▪ Medical Career College: Instructor, Ultrasound and Vascular Technology Program</li> <li>▪ CA Career Institute: Instructor, Ultrasound and Vascular Technology Program</li> <li>▪ American Registry of Diagnostic Medical Sonographers, Registered Sonographer</li> <li>▪ Al Mansoor Polyclinic: Head of Radiology Department</li> <li>▪ Medical School Ein Shams – Ph.D. in Radiology</li> <li>▪ Medical School Ein Shams – Diploma of Radiology</li> <li>▪ Medical School Ein Shams – Medical Degree</li> </ul>
Mr. Jun Chang, RDMS Ultrasound Program	<ul style="list-style-type: none"> <li>▪ ATI College, Norwalk, CA; Ultrasound Technology Program, Certificate</li> </ul>
Ms. Angela Cho Vocational ESL Program	<ul style="list-style-type: none"> <li>▪ University of Southern California, Masters in Journalism</li> <li>▪ University of California, Los Angeles, Bachelors in Mass Communication</li> </ul>
Dr. Suzanne Ibrahim, M.D. Ultrasound Program	<ul style="list-style-type: none"> <li>▪ Ain-Shams University, Cairo, Egypt, M, Sc. Master Degree in Pediatrics</li> <li>▪ Ain-Shams University, Cairo, Egypt, MBBCh., Bachelor degree of Medicine</li> </ul>
Ms. Eunice Kang, RDMS Echocardiography/Ultrasound Program	<ul style="list-style-type: none"> <li>▪ ATI College, Norwalk, CA; Ultrasound Technology Program w/Echo Specialty, Certificate</li> <li>▪ Jaindang Medical Clinic, Busan, Korea: Coordinator of Imaging Laboratory</li> <li>▪ Seoul National Teacher's College: Language Program Instructor</li> <li>▪ Yon Sei University, Seoul, Korea: B.A.</li> <li>▪ Kyesung Girls High School, Seoul, Korea: Diploma</li> </ul>
Dr. Magdy Khella, D.D. Medical Programs	<ul style="list-style-type: none"> <li>▪ Alexandria University, Faculty of Dentistry, Alexandria, Egypt</li> <li>▪ American Dental Association, National Board Dental Exam</li> </ul>
Mr. Benjamin Kim, RDMS, AB, OB, VT Ultrasound Program	<ul style="list-style-type: none"> <li>▪ ATI College, Ultrasound Technology, Certificate</li> <li>▪ National Seoul University, Seoul Korea, Masters Degree in Public Administration</li> <li>▪ National Seoul University, Seoul Korea, Bachelors Degree in Law</li> <li>▪ Kyung Ki High, Seoul Korea</li> </ul>
Dr. Hesham Mahmoud, M.D. Ultrasound Program	<ul style="list-style-type: none"> <li>▪ Clinical Investigator Center (CLIC), Los Angeles, California</li> <li>▪ Collaborative Institutional Training Initiative (CITI), Biomedical and Social Behavior, Los Angeles, California</li> <li>▪ Human Participants Protection Education Research Teams (NIH), Los Angeles, California</li> <li>▪ Faculty of Medicine, Ain Shams University, Cairo, Egypt, Master Degree in OB/Gyn</li> <li>▪ Faculty of Medicine, Ain Shams University, Cairo, Egypt, MBBCh., Bachelor degree of Medicine</li> </ul>

Dr. Bolis Salib, M.D.  
Ultrasound Program

- Educational Commission of Foreign Medical Graduates Certificate
- Cairo University, Cairo Egypt, Bachelor of Medicine and Surgery

Dr. Ashraf Stefan, M.D.  
Medical Programs

- Ain–Shams University, Cairo, Egypt, Bachelor of Medicine and Surgery and OB/Gyn residency

Dr. Taliko Tuladhar, M.D.,  
RDMS, RVT  
Ultrasound Program

- Memorial Hospital, Gardena, California: Lead Ultrasound Technician
- ARDMS Registered Sonographer: Abdomen, Small Parts, OB/Gyn, RVT
- California School of Medicine, Ultrasound Technology Program, Certificate
- Riga Medical Academy, Latvia, Medicine, M.D.,

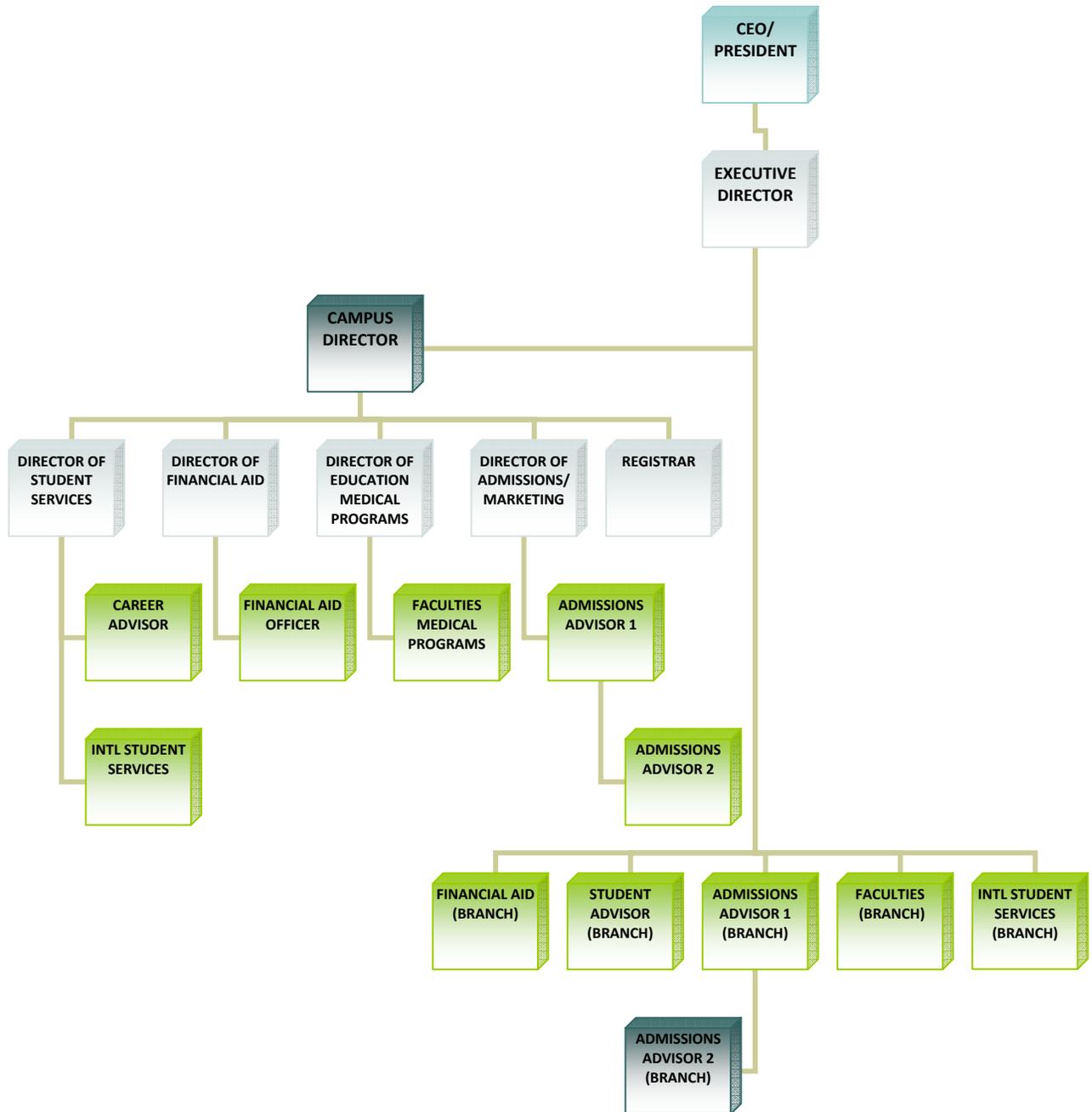
Ms. Julianna Villarruel  
Echocardiography/Ultrasound  
Program

- ATI College, Norwalk, California; Echocardiography Program, Certificate
- PCI College, Diagnostic Medical Sonography Program, Certificate

Dr. Maged Yousef, M.D.,  
RDMS, RVT  
Ultrasound Program

- ARDMS Registered Sonographer: Vascular, Abdomen
- Faculty of Medicine, Ain-Shams University, Cairo, Egypt, Bachelor of Medicine and Surgery

**Organization Chart**



**FINANCIAL AID**

**Financial Aid—Consumer Information**

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on its website. Student is welcome to request for disclosures in person at the student services department.

- California State
  - Institutional Performance Fact Sheet
- Federal Disclosures
  - Right- to- know Act. How are our students doing?
  - Gainful Employment Disclosure
  - Crime statistics report and procedures
  - Constitution & Citizenship Day (Sept 17<sup>th</sup>)
  - Drug and alcohol abuse policy
  - FERPA
  - Textbook disclosure
  - GED Classes availability
  - Copyright protection policy
  - Admissions disclosure
  - Voting Information

**Financial Aid Mechanism**

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student’s termination from the program or if a student’s attendance falls below half time. Financial aid is awarded to students who have “need”. Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

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.

**Compliance Statement**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

**The U.S. Department Of Education Title IV Student Financial Aid Programs**

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

- **GRANT (FREE) AID - (This aid does not have to be repaid)**
  - Federal PELL Grant Program (FPELL) \$5,550 maximum annual limit **(Does not require repayment)**
  - Federal Supplemental Educational Opportunity Grant Program (FSEOG)\* **(Does not require repayment)**
- **WORK (PART TIME JOB) AID that does not have to be repaid**
  - Federal Work Study\*
- **LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)**
  - Direct Federal Stafford LOANS
    - Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)\*\*.
    - Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).\*\*
    - Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

- Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

**STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.**

(\*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(\*\*) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, if the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1 and not 3<sup>rd</sup> loan level.

For more specific information on each program please refer to the student guides available at [Student Guide](#)

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

[Direct Loan Basics for Students](#)

[Direct Loan Basics for Parents](#) PDF [Spanish version](#) PDF [3MB]

### **Student Eligibility Requirements**

To be eligible for financial aid, a student must:

- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- Have financial need;
- Be making satisfactory progress (as defined by the school's policy) in the course of study;
- Be registered for selective service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes.

### **Application for Aid, Procedures & Forms**

Financial aid applications for this institution consist of the following:

Free Application for Federal Student Aid (FAFSA) this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

#### **Federal Pell Grant Program: Funds received under this program are not subject to repayment from the student.**

**Deadline:** FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2011-2012, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

**Renewal Process:** A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and **is not** automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

**Maximum Annual Award:** \$5,500

**Disbursement:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Funds received under this program are not subject to repayment from the student.

**Deadline:** You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**Maximum Annual Award:** \$4,000

**Disbursement:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

#### **Federal William D. Ford Direct Loan Program**

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

#### **Federal Direct Subsidized Loan**

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

**Maximum Annual Award:** First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)

#### **Federal Direct Stafford Unsubsidized Loan**

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**Deadlines:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

**Maximum Annual Award:**

Dependent student: **with Parent** loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student **without Parent** loan or **independent** students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

**Disbursement:** Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement.

**For additional information, read the pamphlet "Direct loan Entrance Interview"**

#### **Determining Need**

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

ATI College utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

### **Cost of Attendance**

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living w/parents	Student living off campus
Room and board	\$4,347	\$10,063
Transportation	\$ 1,071	\$ 1,206
Personal/misc.	\$ 3,114	\$ 2,853
(The cost of uniforms is included in the personal allowance or included in the school charges)		

### **Award Concept, Selection of Recipients and Packaging Criteria**

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF-HELP CONCEPT** of student financial assistance. The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAYED.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start each Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 70 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/11 to 6/30/12 period. Therefore, the awards to those students will be \$200 through the entire period. As of July 1, 2011, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

**Definitions related to financial aid**

The following definitions correspond to some common terms used within the financial aid terminology:

- **ACADEMIC YEAR:** A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.
- **CLOCK HOUR:** A period of 50 to 60 minutes of supervised instruction during a 60 minute time period.
- **COST OF ATTENDANCE:** Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.
- **CREDIT BALANCE:** A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.
- **DEPENDENT STUDENT:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.
- **DEPENDENT:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) **NOT** a dependent of the student.
- **EXPECTED FAMILY CONTRIBUTION (EFC):** Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.
- **FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid:
  - U.S. Citizen
  - U.S. National
  - U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
  - Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
    - Refugee
    - Asylum Granted
    - Parole for a minimum of one year that has not expired
    - T-Visa holder ( T-1, T-2, T-3etc)
    - Cuban-Haitian entrant
    - Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)
- **INDEPENDENT STUDENT:** An individual who meets one of the following criteria:
  1. (45) Were you born before January 1, 1988?
  2. (46) As of today, are you married? (Separated but not divorced)
  3. (47) As of July 1, 2011 will you be graduate or professional student?
  4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
  5. (49) Are you a veteran of the U.S. Armed Forces?
  6. (50) Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?

7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
  8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
  9. (53) As determined by a court in your state are you or were you an emancipated minor?
  10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
  11. (55) At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
  12. (56) At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
  13. (57) At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- **PARENT(S):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.
  - **PAYMENT PERIOD:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
  - **NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.
  - **WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

### **Recoveries**

Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

### **Refunds**

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

### **Transfer Student**

A student, who attended a Post-secondary institution before the enrollment at ATI College is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by ATI College.

### **Verification Process**

Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

- **WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.
- **VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:
  - Death- Applicant dies during the award year or before the deadline for completing the verification.
  - Incarceration- Applicant is incarcerated at the time the verification is to be performed.
  - Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
  - Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.
  - Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
    - Letter stating that the verification process was completed
    - Copy of the application data that was verified, and
    - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
    - A completed Financial Aid transcript.
  - Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
  - No funds disbursed- The applicant will not receive federal aid funds,
- **REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:
  - Total number of persons in the household.
  - The number of members of household enrolled at least half-time students in postsecondary educational institutions.
  - Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2010).
  - U.S. income tax paid for the base year (2010).
  - Certain untaxed income and benefits for the base year if certain conditions would apply include:
    - Social Security benefits.
    - Child support.
    - Untaxed payments to IRA or Keogh
    - Foreign income
    - Earned income credit
    - Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

- **DOCUMENTATION REQUIRED:** Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.
- **TIME PERIOD FOR PROVIDING DOCUMENTATION:** Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2012, whichever is earlier.
- **APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items

are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- \* Number of family members in the household
- \* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- \* Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

- **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:
  - The student may continue training on a cash payment basis.
  - The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.
  - The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.
- **INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.
- **TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.
- **NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.
- **REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

**FORMS**

- Request for Transfer Credit Evaluations
- Notice of Intent to Transfer
- Notice of Intent to Repeat a Course
- Application for Educational Leave (LOA)
- Transcript Request Form
- Completion Certificate (copy) Request Form
- Verification of Enrollment Request Form
- Student Information Update Form
- Reinstatement Request Form

## REQUEST FOR TRANSFER CREDIT EVALUATION

<b>Submit in person to:</b> ATI College, Attention: Admissions Department c/c: Program Director 12440 Firestone Blvd., Suite 2001 Norwalk, CA 90650 Monday - Friday, 9 a.m. - 4 p.m.	<b>Mail or Fax or Email to:</b> ATI College, Attention: Program Director 12440 Firestone Blvd., Suite 2001 Norwalk, CA 90650 Fax. (562) 864-7806 Email: ruben@ati.edu
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Transfer of Credit Policy - Credit for courses taken at an accredited postsecondary institution may be accepted at ATI College if the following conditions are met:

1. An official transcript, or transcripts, accompanies the request which must be made prior to matriculation at the school.
  2. All credits requested have been completed prior to matriculation. There is no accommodation for concurrent enrollment.
  3. Students with degrees from international colleges and universities must submit an official translation of the transcript along with the request to transfer credits.
  4. Students who have earned some postsecondary credits, but did not complete an academic associate's or bachelor's degree, may request transfer credit by submitting an official transcript along with the request.
  5. If the student has a technical degree or has earned some credits from a technical postsecondary institution, credit may be granted on a course-by-course basis.
- I. The Process for Evaluation of Transfer Credit - Transfer credit must meet the expectations of the faculty and directors and must be appropriate to the program sought. Academic credit earned within ten (10) years prior to admission will be reviewed as to applicability to the present course of study. The Admissions reserves the right to require examinations or other proof of competence regardless of transfer credits listed on the student's records. It is not the policy of ATI College to impose redundant programs or requirements on any student. All transfer credits must be reviewed prior to the student's matriculation. Credits will not be accepted after the student has enrolled at the school.
- II. The Process for Establishing Equivalency of Transfer Credit - Transfer credit is accepted from postsecondary institutions authorized by appropriate legal authorities. Corporate or specialized training programs may be recognized as transfer credits as recommended by generally accepted national educational standards. Not all prior credit is applicable to credits earned at ATI College. Transfer credit must support the program. The designated Academic Affairs staff member will evaluate all transcripts and requests for credit to determine transfer credit acceptable to the school as meeting partial requirements for the program.
- III. Administrative Position Responsible for Transfer Evaluation - The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or academic staff.

<u>Student (first and last name)</u>	<u>Student Social Security Number</u>
<u>Home Phone</u>	<u>Work or Mobile Phone</u>
Check appropriate box: <input type="checkbox"/> Transfer credit evaluation <input type="checkbox"/> Transfer credit pre-approval <input type="checkbox"/> Prematriculation transfer credit evaluation	
University or college you attended or you will attend and dates of attendance:	

School	From (month/year)	To (month/year)	To be completed by evaluator Check appropriate decision ↓	
Courses:				
Transfer Course and #	Transfer Course Title	Matching ATI Course Title	#of Units Approved	NO EQUIVALENCY
Transfer Course and #	Transfer Course Title	Matching ATI Course Title	#of Units Approved	NO EQUIVALENCY
Transfer Course and #	Transfer Course Title	Matching ATI Course Title	#of Units Approved	NO EQUIVALENCY

**Required Signature:**

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate. If transfer work was completed prior to my matriculation date, my signature certifies that the transfer course did not count towards my secondary school diploma and/or graduation requirements.

Student Signature	Date
<b>For Registrar's Office use only</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Postponed <input type="checkbox"/> Notified                     Date:	
Semester units granted:	
Program Director (print name/department):	
Program Director's Signature:	Date:

NOTICE OF INTENT TO TRANSFER

Date this form is prepared & submitted for consideration

Student

Student Social Security Number

Home Address

City

Zip

Home Phone

Work Phone (if any)

I intend to transfer to a different course of study within this college or to a different college as indicated below.

Current Course  
Title/Number

Request to Transfer to Course Title/Number

Effective Date  
(mm/dd/yyyy)

Transferring To (school name & office address)

School Contact Person (name & phone number)

Student Signature

Date

NOTE: school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. Decision will be sent to your address listed above within 10 business days. You may contact the Student Services at (562) 864-0506 or (714) 730-7080 with any questions.

FOR OFFICE USE ONLY

Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes

NOTICE OF INTENT TO REPEAT A COURSE

Date this form is prepared & submitted for a consideration

Student

Student Social Security Number

Home Address

City

Zip

Home Phone

Work Phone (if any)

I intend to repeat a course in which I initially earned a grade of D, F, I, or W.

Course Title/Number requesting to Repeat/Retake

Course Completion Date

Earned Grade

Repeat Effective Date (mm/dd/yyyy)

I understand that the grade previously earned at my first attempt will be replaced by a grade I will have earned from REPEAT/RETAKE of the same course. I understand that the deletion is subject to the followings:

- The student must be an officially registered individual,
- The student must have earned a D, F, I, or W in a course taken at this college,
- The student must earn a grade of A, B, C, or CR in the second attempt to delete the first grade earned,
- Third or subsequent attempts are not prohibited. However, they will remain in the grade point determination, and the credits earned in the course will be applied to the completion only once,
- You must repeat the identical course. If the course in question is no longer offered, you must make a special request to repeat an approved substitute.

Student Signature

Date

NOTE: school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. Decision will be sent to your address listed above within 10 business days. You may contact the Student Services at (562) 864-0506 or (714) 730-7080 with any questions.

**FOR OFFICE USE ONLY**

Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes

### LEAVE OF ABSENCE (LOA) REQUEST

College recognizes that there may be times when due to extreme circumstances, student may require a leave. In such case college director may authorize a leave of absence up to 180 days and under no circumstances can a leave of absence be extended beyond 180 days. School recommends that a student may request for a leave should he/she will be absent for more than 10 consecutive school days.

Date this form is prepared & submitted

Student (first & last name)

Student Social Security Number

Home Address

City

Zip

Home Phone

Work Phone and/or Email

For all students including Financial Aid recipients, LOA are limited to 180 days within a 12-month period. If a LOA is needed for longer than 180 days, students will be terminated from financial aid. The six-month grace period for direct loans will commence upon termination from aid. Time for approved leave of absence may be included in the calculation of a student's maximum program length. If a leave of absence commences before student completes the program of study, grade of "I" is recorded in student record.

Beginning Date of LOA (mm/dd/yyyy):

Returning Date from LOA (mm/dd/yyyy):

0 = none given    1 = medical    2 = need time for job    3 = personal (be specific)

Select appropriate reason(s) for the LOA request. Attach to this form any supportive documents.

Current Course

Current SAP Status

Number of credit hrs completed at the time student took LOA

Number of clock hrs completed at the time student took LOA

*Based on the above circumstances, I request this leave of absence.*

Student Signature

Date

NOTE: school will contact you if we are unable to process your request due to your failure to comply with one or more of the school policies & or procedures as listed in the school catalog. Decision will be sent to your address listed above within 10 business days. You may contact the Student Services at (562) 864-0506 or (714) 730-7080 with any questions.

Determination of Withdrawal from School: The date the student failed to return as scheduled from an approved leave of absence. If you do not return on a specified return date written on this Leave of Absence form, you will be dropped from the program.

#### FOR OFFICE USE ONLY

Circle as needed: family care required; financial issues; health issues; legal issues; pregnancy; other (personal issues)

Funding Source:

Request APPROVED, Date correction posted in RW/RGM:

Director of Student Services Signature of Approval:

Request DENIED, state reasons for this decision:

Director of Student Services Signature of Denial:

Date Student Returned:

Director of Student Services Signature upon Student Return:

Director of Student Services Signature - student failed to return on scheduled date:

Student Dropped Date (mm/dd/yyyy):

### ACADEMIC TRANSCRIPT REQUEST

To request an official transcript of all courses you have previously registered with ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / Transcripts at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650. If paying by credit card, you may fax this form to (562) 864-7806. Otherwise, please include a check or a money order payable to the ATI COLLEGE and send to the above address. The cost for each transcript is \$10.00.

**Note:** Most colleges and universities prefer an original transcript to be mailed directly to them. Please include a contact name or department when requesting transcripts to be sent directly to an educational institution. If you would like the transcript sent directly to you, please indicate below. Please allow 5 to 10 working days to process your transcript.

#### Student Information

Last name:	First name:	Middle name:
Social Security No:		
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		
Requesting to receive transcript at home?	Yes	No (please complete below section)

#### Institutional Information

School:
Attention:
Address:
City, State, Zip:

#### Payment Information

Method of Payment:
Cardholder's Name (print last, first):
Card Number:
Expiration Date (mm/yyyy):
Cardholder's Signature:
Student's Signature:

#### For Office Use Only

Request received by (school official last, first name - print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):

**COMPLETION CERTIFICATE (COPY) REQUEST FORM**

To request a copy of your COMPLETION CERTIFICATE from ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / CERTIFICATES at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650. If paying by credit card, you may fax this form to (562) 864-7806. Otherwise, please include a check or a money order payable to the ATI COLLEGE and send to the above address. The cost for each COPY is \$10.00.

**Note:** Please allow 5 to 10 working days to process your request.

**Student Information**

Last name:	First name:	Middle name:
Social Security No:		
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		
Requesting to receive copy of completion certificate at home?	Yes	No (please complete below section)

**Alternate Mailing Address / Institutional Information**

School:
Attention:
Address:
City, State, Zip:

**Payment Information**

Method of Payment:
Cardholder's Name (print last, first):
Card Number:
Expiration Date (mm/yyyy):
Cardholder's Signature:
Student's Signature:

**For Office Use Only**

Request received by (school official last, first name - print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):

## VERIFICATION OF ENROLLMENT

To request a VERIFICATION OF ENROLLMENT from ATI COLLEGE, please complete (include your signature) and return this form to ATI COLLEGE, Attention: Student Service Department / International Programs & Student Services at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650.

**Note:** Please allow 5 to 10 working days to process your request.

### Student Information

Last name:	First name:	Middle name:
Social Security No:		
Home Address:		
Home City, State, Zip:		
Home Phone with Area Code:		
Student's Signature:		
Requesting to receive verification of enrollment letter at home?	Yes	No (please complete below section)

### Alternate Mailing Address / Institutional Information

School:
Attention:
Address:
City, State, Zip:

### For Office Use Only

Request received by (school official last, first name - print):
Date request received (mm/dd/yyyy):
Date request filled (mm/dd/yyyy):

## STUDENT INFORMATION UPDATE FORM

It is student's responsibility to notify the Admissions Department should his/her address, phone number, or any changes are made to their contact information. It is very important that such necessary changes are made to the school database as a student relocates his/her residence and/or work. No particular form is required when submitting these changes to the Admissions Department. However, Student Information Update Form is recommended.

**Note:** Please allow 3 to 5 working days to update your information in school database.

### Student NEW Information (complete applicable sections)

Last name:

First name:

Middle name:

Social Security No:

International Student SEVIS ID No:

NEW Home Address:

NEW Home City, State, Zip:

NEW Home Phone with Area Code:

NEW Work Phone with Area Code:

NEW Mobile Number:

NEW E-mail Address:

Student's Signature:

### NEW Alternate Mailing Address

NEW Address:

NEW City, State, Zip:

### For Office Use Only

Request received by (school official last, first name - print):

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

**REINSTATEMENT REQUEST**

Whether due to probation, suspension, or personal reasons, students who have been in any one of these condition may be reinstated upon approval of the school director. After student has remained outside of school for at least 6 months and have taken steps to demonstrate improvement in academic, personal, or any other critical situation, student may file Reinstatement Request to school. All conditions are determined on individual basis. Please submit request in person to admissions department at 12440 Firestone Blvd., Suite 2001, Norwalk, CA 90650.

**Note:** Please allow 3 to 5 working days for a response.

**Student Information**

Last name:

First name:

Middle name:

Social Security No:

International Student SEVIS ID No:

Home Address:

Home City, State, Zip:

Home Phone with Area Code:

Work Phone with Area Code:

Mobile Number:

E-mail Address:

Student's Signature:

Below you must provide detailed explanation for your request to reinstate. Please attach additional pages as needed.

**For Office Use Only**

Request received by (school official last, first name - print):

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

**STUDENT BACKGROUND & MEDICAL DISCLOSURE FOR STUDENTS ENROLLING IN ATI COLLEGE -  
MEDICAL/ALLIED HEALTH PROGRAMS**

Name: \_\_\_\_\_ Admissions Representative: \_\_\_\_\_

Start Date: \_\_\_\_\_ Program Title: \_\_\_\_\_

**STUDENT BACKGROUND**

Most companies that hire our externs and graduates conduct detailed background checks before hiring applicants. The questions below are common part of these background checks. This information will not be used in making admissions decisions, to retract admissions offers or any other means that may affect your enrollment or education at ATI College. This form is used by the College to advise prospective students about their prospect extern-sites and/or for employment upon completion of study, in light of this background check which may be conducted by some employers seeking to hire ATI students/graduates. The final decision about whether to enroll is up to applicants.

We expect honest answers from all applicants at all times. Providing inaccurate or incomplete information on this form may result in cancellation of student enrollment.

1. Have you had any driving violations in the past five years?  Yes  No (If answered Yes, please proceed; if No, skip to question 2 then proceed)

What kind of violation(s) have you had?

Speeding - how many? Date of last infraction:

DUI/DWAI - how many? Date of last infraction:

Driver's License Suspension Date of reinstatement:

(You must satisfy outstanding citations prior to starting school. Outstanding citations from any states can cause you to have a pending bench warrant that can lead to revoke of driver's license. Driver's license may be required to obtain employment)

2. Have you ever been convicted of a crime?  Yes  No (If yes, please proceeds; if No, please skip to Question #7)

3. If Yes, did your conviction occur within the last ten years?  Yes  No

4. Have you ever served probation?  Yes  No

Dates served:

misdemeanor  felony for crime convicted on date:

5. Have you ever been convicted of a sex offense?  Yes  No

6. Have you served a term of incarceration?

Yes  No

Dates served:

Description of sentence:

**MILITARY**

7. Were you discharged from the U.S. military under any condition other than Honorable?  Yes  No

If Yes, state type of discharge:

**MEDICAL**

8. Do you have hepatitis?  Yes  No

9. Have you been tested positive for hepatitis?  Yes  No

10. Have you been tested positive for tuberculosis?  Yes  No

11. Have you been test positive for HIV?  Yes  No

12. Do you have permanent physical disability(ies) which may prevent you from gaining a full-time work?  Yes  No

If Yes, please briefly explain condition of disability(ies):

**DISCLAIMER OF EMPLOYMENT GUARANTEE**

While the school offers Placement Assistance, the school cannot, in anyway, guarantee employment after the student has successfully completed the program of study.

You are required to read then initial the following statement:

I understand that depending upon my background and medical information as provided above, ATI College is limited in its ability to assist me with externship and/or employment during and after completion of my study. Applicants who have been convicted of a felony, violent and/or drug related crime and adverse medical history are strongly discouraged from enrolling in programs offered by ATI College medical/allied health department (programs including but not limited followings: ultrasound technology, medical assisting/billing, echocardiography). \_\_\_\_\_ (Student initial)

I have read and understood the contents of *Student Background & Medical Disclosure for Students Enrolling in the ATI Medical/Allied Health Programs*.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_