



24-7 CLASSROOM

SCHOOL CATALOG

2012 - 2013

24-7 CLASSROOM

106 W. 4th Street, Suite 303, SANTA ANA ,CA 92701 (714)242-4203

www.247classroom.com

GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

24-7 CLASSROOM , located at 450 W. 4th street Suite 250 Santa Ana, CA 92703, is a private institution approved by the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval means the institution is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state council. Institutional approval must be reapproved every three years and is subject to continuing review.

Course	Clock Hours	Weeks
Certificate in Business Management	200	10
Certified Human Resources Technician	200	10
English as a Second Language	72	10
English as a Second Language (Beginner)	360	20
English as a Second Language (Intermediate)	360	20
English as a Second Language (Advance)	360	20

- Instruction is both on-line and on-site. Classroom facilities are located at 450 West 4th St. Santa Ana. Each classroom facility can accommodate 25 students at one time.
- All our programs have open enrollment.
- California statute requires that a student who successfully completes a course of study be awarded a Diploma/Certificate of Completion.
- Prospective students are encouraged to conduct physical or virtual tour of the school and discuss personal, educational, occupational plans with school personnel prior to enrolling or signing enrollment agreements.

"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."

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive Suite 400, Sacramento CA 95833, www.bppe.ca.gov, toll-free telephone no (888)370-7589.

INSTITUTIONAL MISSION

As a technical and vocational school, 24-7 classroom pledges to provide the best possible training programs to individuals looking for an alternative to the traditional educational system. After completing the course curriculum, graduates can expect to obtain the necessary skills to achieve employment in their chosen field of study. Graduates can look forward to start working as entry-level in Business Management and Human Resources. English as a Second Language graduates will have greater opportunities landing jobs and/or getting entry to higher education; whereby English communication no longer becomes a barrier.

In fulfilling the most important mission of the school, which is the welfare of the students and to achieve their educational goals and realize their hopes and aspirations for a rewarding future; 24-7 CLASSROOM provides quality education with outstanding members of the faculty and offers student services including student counseling, externship and job placement assistance.

HISTORY

24-7 CLASSROOM was founded in 2006 as a California Limited Liability corporation .

ADMISSIONS POLICY

24-7 CLASSROOM is open to all individuals who possess a sincere desire to be trained for a career opportunity. This will be assessed during the prospective student's personal interview with the admissions representative. All applicants are required to pass a nationally recognized standardized test which measures the applicant's aptitude to successfully complete the program. Applicants under the age of 18 wishing to attend our school may do so only upon parental permission. One parent of the applicant must be present during all admissions and financial interviews.

To apply, call for an interview appointment. Your appointment time and date will be confirmed by telephone. The school requires an interview with each applicant prior to acceptance into any programs. The school encourages the parents or the spouse to participate in the interview. This gives both the applicant and the family an opportunity to ask specific questions relating to the school, the curriculum and the career training being considered. The personal interview also gives the school the opportunity to meet the prospective student and to evaluate their qualifications and aptitude.

ENTRANCE REQUIREMENTS

It is the policy of 24-7 CLASSROOM to encourage prospective students to obtain their certificates of High School Graduation/G.E.D. Thus, 24-7 classroom admits as regular students only those having a certificate of graduation diploma from a school providing secondary education or recognized equivalent of such a certificate (a 12th grade G.E.D.) or those showing the ability to benefit from the training offered. All students must demonstrate the Ability to Benefit.

Ability to Benefit is defined as:

Being able to pass the Admission Exam: PAR Ability to Benefit Test. If a student does not achieve a passing score, a retake may be scheduled one week after. A student cannot be enrolled in any vocational program offered by 24-7 CLASSROOM if he/she does not pass the PAR Admission Test.

NON-DISCRIMINATION POLICY

24-7 CLASSROOM does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment or enrollment within their selected program area or in Admissions, Counseling, Training, Placement and Employment, or any other services. In addition, 24-7 CLASSROOM does provide classes for English As A Second Language.

INTERNATIONAL STUDENTS POLICY AND OTHER SERVICES

24-7 CLASSROOM does not provide visa services to International Students.

International students and student applicants who are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language may request for language interpreters. 24-7 CLASSROOM shall avail of the services of its employees if available or engage the services of outside agencies solely for the interpretation of the enrollment agreement in the client's primary language.

NOTICE OF NON-BANKRUPTCY

24-7 CLASSROOM has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy 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.)Law.

HOUSING

24-7 CLASSROOM does not provide any housing accommodation to students and staff.

ARTICULATION AGREEMENT

24-7 CLASSROOM does not have any Articulation Agreement with any educational institution.

CERTIFICATE IN BUSINESS MANAGEMENT

The Business Management course is designed to offer the individual training necessary to move confidently into the office environment. This course provides basic computer, marketing and management skills and business techniques required to get jobs ranging from Administrative Assistant, Secretary, Receptionist to Office Assistant or Assistant Business Managers or Business Management Coordinators and other office employment requiring basic computer, communications and management skills.

Module	Subject	Clock Hours
I	PRINCIPLES OF MANAGEMENT	25
II	MARKETING PRINCIPLES AND PRACTICES	25
III	FUNDAMENTALS OF CORPORATE FINANCE	25
IV	INTERNET TECHNOLOGIES FOR BUSINESS	25
V	INTERPERSONAL COMMUNICATION SKILLS	25
VI	MANAGEMENT TECHNIQUES FOR NEW SUPERVISORS	25
VII	LEADERSHIP AND MANAGEMENT	25
VIII	CRITICAL THINKING	25

The Certificate in Business Management is 200 hours of classroom instruction.

CERTIFICATE OF COMPLETION: 24-7 CLASSROOM awards The Certificate in Business Management to students who successfully complete five courses—four required and one elective of the program.

PROGRAM PREREQUISITES

This program is taught in the English language; therefore, international students interested in enrolling shall show proof of proficiency by submitting high school diploma, GED or ability to benefit and passing the PAR Entrance Exam. International students and students not proficient in English maybe required to take the ESL offered by 24-7 CLASSROOM before taking the PAR test.

CERTIFICATE IN BUSINESS MANAGEMENT COURSE DESCRIPTIONS

REQUIRED COURSES (All four of these courses are required.)

BIZ 222 PRINCIPLES OF MANAGEMENT AND ORGANIZATION I (3): New managers and supervisors benefit from a thorough understanding of the management concepts, processes, and techniques practiced today in business, industry, and government. This course examines the basic structure of an organization, its essential managerial functions—planning, organizing, motivating, directing, controlling, leading—and how they relate to one another. Learn how effective managers orchestrate human resources along with their own energies to contribute to an organization’s achievement of its mission and bottom-line goals.

BIZ 225 MARKETING PRINCIPLES AND PRACTICES (3): Study the fundamental marketing concepts at work in today’s business environment. Explore the most relevant areas of consumer marketing, including situation analysis, the development of marketing objectives and strategies, the marketing mix, research, target marketing and segmentation, product development, as well as forecasting and budgeting. Discuss marketing language, retailing, wholesaling, promotion, and advertising functions, examine their interplay and timing, and learn how

they propel a business. Consider the role of the consumer, changing lifestyles, current developments in the global market, and laws that affect marketing. This course features case studies and guest speakers.

BIZ 230 FUNDAMENTALS OF CORPORATE FINANCE (3): Learn to analyze methods of financing using internal and external funds. This introduction to corporate finance emphasizes the use of long-term debt, preferred stock, common stock, and convertibles in the financial structure of a corporation. Topics include financial management, corporate growth, business failures, return on investment, risk leverage, the time value of money, dividend policy, debt policy, and leasing.

BIZ 250 INTERNET TECHNOLOGIES FOR BUSINESS (3): Online technologies provide opportunities to manage businesses more cost effectively and solve business problems more efficiently. This course introduces managers to the full range of Internet technologies and their impact on business. Understand how to conduct commerce, provide content, create communities, work collaboratively, train employees, and manage workers remotely—all online. Become familiar with online security issues and learn to analyze the costs and benefits of implementing online solutions.

ELECTIVE COURSES (Only one of these courses is required.)

BIZ 300 INTERPERSONAL COMMUNICATION SKILLS (3): Learn specific strategies and techniques to improve your effectiveness when communicating with others. Develop an awareness of your own communication patterns and those around you. These methods can enhance your ability to build and strengthen both professional and personal relationships. Examine how to create a rapport with anyone, gain trust quickly, apply key nonverbal communication concepts and strategies that empower others to make decisions on their own, and achieve a peak mental and emotional state.

BIZ 305 MANAGEMENT TECHNIQUES FOR NEW SUPERVISORS (3): New supervisors gain the tools and techniques to successfully manage others in this two-day seminar. Learn the roles, responsibilities, and functions of a supervisor, as well as basic supervision techniques, communication and leadership skills, and how to use action plans.

BIZ 310 LEADERSHIP AND MANAGEMENT (3): Managers who excel are not only skilled at managing others; they are also exceptional leaders. Examine the difference between management and leadership skills and learn to recognize which to use in different situations. In this interactive seminar, participants compare and contrast management and leadership, examine five fundamental practices of exemplary leadership, and discover a natural approach to leadership that works for them. Develop a personal action plan based on your strengths, and explore techniques to develop leadership skills in others. Benefit from a combination of lectures, learning assessment exercises, small-group interaction, and case studies.

BIZ 315 CRITICAL THINKING (3): Managers are continually called on to analyze facts, give their opinions, and offer advice in an effort to solve problems, maximize productivity, and reach business goals. Gain insight into your own thinking styles and those of others to contribute in a disciplined, objective manner, and learn how to identify and challenge the assumptions and biases that influence the thinking of others. Students learn techniques to help expand the way situations are perceived and described, solve the right problem, and gain support for innovative solutions.

CLASS SCHEDULE:	MONDAY – THURSDAY	9:00 AM – 2:00 PM
	MONDAY- FRIDAY	6:00PM – 10:00 PM

CERTIFICATE IN HUMAN RESOURCES TECHNICIAN

The Certificate in Human Resources is designed for individuals interested in maintaining or pursuing a career in the human resources area. The certificate provides updating and/or broadening the knowledge of employees in the field of human resources and for individuals desiring to enter the field. This course will provide a general survey of the theories and contemporary practices in the process of public and private administration. In addition to traditional topics in the field of personnel management, such as recruitment and placement, training and development, compensation and performance appraisals, the course will also focus on techniques for motivation, productivity and creativity associated with individual and organizational effectiveness.

Module	Subject	Clock Hours
I	INTRODUCTION TO HUMAN RESOURCES	40
II	INTRODUCTION TO HUMAN RESOURCES/ACCEL	40
III	WAGE, SALARY & BENEFITS ADMIN	40
IV	LABOR RELATIONS	40
V	EMPLOYMENT LAW	40

The Human Resources Technician Course is 200 hours of classroom instruction.

CERTIFICATE OF COMPLETION: 24-7 CLASSROOM awards the Certificate of Human Resources Technician to those who complete all the required courses for the program.

PROGRAM PREREQUISITES

This program is taught in the English language; therefore, international students interested in enrolling shall show proof of proficiency by submitting high school diploma, GED or ability to benefit and passing the PAR Entrance Exam. International students and students not proficient in English maybe required to take the ESL offered by 24-7 before taking the PAR test.

CERTIFICATE IN HUMAN RESOURCES TECHNICIAN COURSE DESCRIPTIONS

HRT 115 INTRODUCTION TO HUMAN RESOURCES (3): Topics include: the nature of human management, strategic human resource planning, issues in human resources, planning, equal employment opportunity, analyzing and staffing jobs, training and developing human resources.

HRT 120: INTRODUCTION TO HUMAN RESOURCES/ACCEL. (3): Introduction to Human Resources scheduled in accelerated format.

HRT 122: WAGE, SALARY & BENEFITS ADMIN. (3): Topics include: Basic systems and plans of compensating employees, incentives and executive compensation, principles and techniques in the administration of employee benefit programs.

HRT 150 LABOR RELATIONS (3): Topics include employee rights and discipline; union-management relations; collective bargaining and grievance management; and assessment systems.

HRT 155: EMPLOYMENT LAW (3): Topics include: unemployment compensation laws; workers' compensation laws; hiring and firing practices; sexual harassment in the workplace; the Americans with Disabilities Act; and labor law basics under the National Labor Relations Act. Course examines current "black letter law" together with case decisions. Content is appropriate for persons whose career plans involve employee management.

CLASS SCHEDULE: MONDAY – THURSDAY 9:00 AM – 2:00 PM

MONDAY- FRIDAY 6:00PM – 10:00 PM

CERTIFICATE OF ENGLISH AS A SECOND LANGUAGE (ESL)

This program is designed to teach English to adult learners who wish to study independently or with an English-speaking friend. The language orientation of the program is toward International English and is designed to prepare students to use the language in a variety of situations and circumstances. Some units feature English speakers with different accents, both regional and global. Graduates of the program may enter jobs requiring English proficiency or may seek entry into higher level of education.

Module	Subject	Clock Hours
	ENGLISH AS A SECOND LANGUAGE	72
I	BEGINNERS	360
II	INTERMEDIATE	360
III	ADVANCED	360

PROGRAM PREREQUISITES

No pre-requisites.

CERTIFICATE OF COMPLETION: 24-7 Classroom awards the Certificate of English as a Second Language to students who successfully complete all the required courses for the program.

ESL COURSE DESCRIPTIONS

BEGINNERS

Level 1: The first level designed for beginners or so-called "False Beginners" will teach basic conversation skills utilizing Book 1 (11 courses).

Level 2: High Beginners level will teach more complex sentence patterns utilizing Book 2 (10 courses) and Book 3 (10 courses).

INTERMEDIATE

Level 4, Level 5: This Level will teach advanced conversation skills utilizing Book 4 (10 courses) and Book 5 (10 courses)

ADVANCED

Level 6, Level 7, Level 8: The High Intermediate Level will teach more advanced skills to initiate and conclude conversations in daily social situations utilizing Book 6 (10 courses), Book 7 (10 courses) and Book 8 (10 courses).

CLASS SCHEDULE: MONDAY – THURSDAY 9:00 AM – 2:00 PM

 MONDAY- FRIDAY 6:00PM – 10:00 PM

ACADEMIC POLICIES

CHANGE OF PROGRAM

24-7 CLASSROOM reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials and books, as necessary, to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

CLOCK HOUR SYSTEM

24-7 CLASSROOM has adopted the Clock Hour System. A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT 24-7 CLASSROOM

“The transferability of credits you earn at 24-7CLASSROOM is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in either Business Management and Human Resources Technician Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma or certificate that you earn in this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 24-7 CLASSROOM to determine if your credits or Certificate will transfer.

FACILITIES

24-7 CLASSROOM is an online school that also offers on site classes located in the city of Santa Ana. The campus has classrooms, laboratory areas, conference facilities and administrative offices. The modern facilities are air-conditioned and fully carpeted and meet all applicable city occupancy and fire safety codes. The facilities are designed to accommodate classes of 20-25 students per session. 24-7 CLASSROOM provides student parking and is accessible by public transportation.

24-7 CLASSROOM has on-site library which features books and magazines, computers with internet access for students and staff. Students utilize the on-line 24-7 classroom library. Students may avail of the services at the City of Santa Ana public library at 26 Civic Center Plaza located close to the school which is open 6 days a week. It has computers and internet access, Microsoft office, web page on line, e-books and career collection.

24-7CLASSROOM RESPONSE TIME

Distance/On-line Learning: Students interact with the instructor via the Internet. The instructor conducts coursework via the internet through its learning management system. 24-7 Classroom has 24-48 response times for student inquiries and advisement. The school has five (5) working days for the mailing of its response/s or evaluation after receipt of students' projects or assignments.

ATTENDANCE

Students are expected to attend all classes at the scheduled starting time and for the duration of the program. All absence and attendance is recorded. It is the responsibility of the student to telephone the registrar in advance to advise if they will be absent or late, just as it is necessary to inform an employer.

A. Absence: Satisfactory attendance must be maintained at all times. It is the responsibility of the student to acquire any notes or class material that he/she has missed. The instructor will determine if the student will be allowed to make up any missed exams or class work. A student must not miss more than two (2) days per month in order to maintain satisfactory attendance. Written notification of probation is issued to the student in the event that he/she misses three or more days per month. (See Below). Cases where a student must miss more than three (3) days due to emergency must explore the possibility of obtaining a leave of absence. (See Leave Of Absence Below)

B. Tardiness: Tardiness is a disruption to a good learning environment and is discouraged. It is the responsibility of the student to gather any course work that the student has missed due to tardiness. Three (3) incidents of tardiness, or leaving school early without permission or notification, within one (1) month will be considered one (1) absence and subsequently, nine (9) tardies are equal to three absences and will be subject to probation (See Below).

C. Probation and Interruption for Unsatisfactory Attendance: Students with three (3) absences in a one (1) month period may receive written notification of probation for the duration of one (1) month; exceptions can be made with documented serious medical absences. Once on probation, the student must meet satisfactory attendance. If the student achieves satisfactory attendance after probationary period ends, the student will no longer be on probation. If the student violates satisfactory attendance, that is, if three (3) or more absences are acquired while on probation, the student may be placed on suspension or termination altogether. The executive committee will decide the penalty after meeting with the student as to why satisfactory absences policy was violated.

D. Make-up work: Students must make arrangements to make-up course work with the instructor, however, absences will remain on record.

LEAVE OF ABSENCE

Students may apply for a Leave of Absence (LOA) only in case of serious illness, death in the family, or other emergency circumstances. Written request are reviewed on an individual basis and must be approved by the Executive committee. Only one written request for a leave of absence will be considered during any twelve (12) month period. A LOA not to exceed thirty (30) calendar days (or up to sixty (60) calendar days for verified medical leave) will be granted for verified emergencies. Students who fail to return to class as scheduled following a LOA, will be withdrawn from the program. Any Students making regularly scheduled tuition payments to the school remain under that obligation during a leave of absence.

STUDENT CONDUCT

Students attending 24-7 CLASSROOM are expected to treat all personnel, other students, and the premises with consideration. Graffiti on walls, equipment or furniture is not tolerated. Smoking, eating, visiting are not permitted in the classrooms. At the discretion of the Executive committee, students may be suspended or terminated from school for any of the following reasons: cheating; serious incident of an intoxicated or drugged state of behavior; possession of drugs, alcohol, or weapons on school premises; behavior creating a safety hazard to other persons at the school; disobedient or disrespectful behavior to another student, a staff, or faculty member; or any other determined infraction of conduct.

GRADING AND PROGRESS SYSTEM

Satisfactory academic progress is defined as meeting acceptable standards as defined by pre-determined objectives of the institution. These objectives are directly correlated to the performance standards set by 24-7 CLASSROOM.

Students are graded by objective written tests based on materials presented in class lectures and required assignments, as well as on the acquisition of practical demonstrable skills. Any assignment not submitted timely or any test missed will be graded zero (0). Students will have one (1) week to make-up the required work or the zero (0) will be included on the student's permanent record. Students are permitted to make-up missed tests and/or assignments during the training program, however, part of the grade will be deducted. The final exam may be re-taken after one (1) week with part of the grade deducted.

24-7 CLASSROOM utilizes the following grading system:

Grade	Performance	Grade Point Avg.	Percentile
A	Excellent	4.0	90-100%
B	Above Average	3.0	80-89%
C	Average	2.0	70-79%
D	Below Average	1.0	60-69%
F	Failure	0.0	0-59%

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS

The Elements of Satisfactory Academic Progress are:

1. Students are graded as they complete units of the curriculum. Grades are determined as a compilation of examination scores (written and laboratory/practical) and such other criteria and observations as the school deems appropriate in the training of technical personnel.
2. To maintain Satisfactory Academic Progress, a student must achieve a percentage score of 70% or higher in every module of the course and must have a percentage score of 70% or higher for the overall course.
3. To maintain Satisfactory Academic Progress, a student attending classes on a full time basis has a maximum time frame of 1.5 times the original length of the course in which to complete all graduation requirements.

A student not maintaining Satisfactory Academic Progress at any time during the course period, may be placed on academic probation for one month. At the end of the probationary period, if the student has not corrected the progress deficiencies, the student shall be deemed ineligible to graduate and may be subject to termination at the discretion of the Executive committee.

In the case of deficiencies that the executive committee did not deem severe enough for termination, the student will then be obligated to extend his/her course of study according to the time frame described above. In the event that the student has not corrected any deficiencies or met all other requirements for graduation, by the end of the allowable time frame, the student shall be subject to expulsion at the discretion of the Executive committee.

In order to graduate, 24-7 CLASSROOM requires that all students complete 100% of all classroom and practical/laboratory instruction in a prescribed course, and discharged all financial obligations to the school. Students completing these requirements will receive a diploma in their program of study.

STUDENT'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, he/she also have the right to stop school at any time and have the right to receive a refund in accordance with the School Refund Policy.

A withdrawal may be effectuated by the student's written notice or by the student's conduct including but not necessarily limited to, a student's lack of attendance. Enrollment shall not be cancelled unless cancellation is effectuated in accordance with the following: a) Signed and dated Notice of Cancellation Form obtained from the 24-7 Classroom Administration Office OR b) Personally written Notice of Cancellation containing the following: student name, address, telephone number and the intent not to be bound by the enrollment agreement c) Delivery of the Notice of Cancellation to the 24-7 Classroom Admissions Office.

The school shall refund 100 percent of the amount paid for institutional charges, less the registration fee of \$100.00 if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

When a student withdraws after the 7-day period, all tuition fees shall be refunded on a pro-rata basis, less a registration fee not to exceed \$100. Students who have completed 60% or less of the program shall have a pro-rata refund.

If the school closes before the student graduates, he/she may be entitled to a refund. Contact the Bureau For Private Postsecondary Education at the address and telephone number printed below for information.

Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive Suite 400, Sacramento CA 95833, www.bppe.ca.gov, toll-free telephone no (888)370-7589

CANCELLATION/WITHDRAWAL PROCEDURE

To cancel the contract for school, a student must mail or deliver a written notice of Cancellation utilizing the 24-7 Notice of Cancellation Form or submitting a personally prepared/written Notice of Cancellation containing the following information: Name of student, address, telephone numbers and the intent not to be bound by the enrollment agreement. The Notice and/or Letter must be duly signed and dated.

The Notice of cancellation or Cancellation letter shall be delivered or mailed to: Director of Admissions, 24-7 Classroom, 450 West 4th St. Ste 250 Santa Ana CA 92701.

The student after cancellation of enrollment, may be entitled to a refund in accordance to the School Refund Policy. Student's Cancellation of Enrollment is effectuated ten (10) days after receipt of Notice.

If the student received any equipment, he/she must return the equipment within forty (30) days of the date in which the notice of cancellation was signed. If the equipment is not returned within the 30-day period, the school may keep an amount out of what the student paid that equals the cost of equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The school is required to refund any amount over that as provided above and the student may keep the equipment. Once purchased, supplies become the property of the student.

REFUND POLICY

The school shall refund 100 percent of the amount paid for institutional charges, less the registration fee of \$100.00 if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

When a student withdraws after the 7-day period, all tuition fees shall be refunded on a pro-rata basis, less a registration fee not to exceed \$100. Students who have completed 60% or less of the program shall have a pro-rata refund. The school shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If a student withdraws after completion of 60% or more of the course, the school will retain 100% of the monies paid to the school.

Refunds due as result of withdrawal will be made within 45 days from the day of termination or withdrawal. If the student does not return from Leave of Absence period of 30 days (or up to 60 calendar days for verified medical leave), refunds will be made within 45 days from the end of the Leave of Absence period. Within 45 days of any refund, the student will receive a Notice of Refund stating the amount of the refund and to whom the refund will be made.

PRO-RATA REFUND

No. of Program Hours Completed	10%	20%	40%	60%	70%	80%
% of Tuition Fees to be charged	10%	20%	40%	60%	100%	100%
% of Tuition Fees to be refunded	90%	80%	60%	0	0	0

TUITION AND FEE SCHEDULE

All tuition and fees are due on and are payable no later than the first day of classes unless prior financial arrangements have been made with the Financial Planning Department. A variety of payment options is available for students. 24-7CLASSROOM operates on clock-hour basis in all its programs. Below is the list of tuition and fees for each program. STRF and Registration are non-refundable fees.

Program Title	Clock Hours	Tuition	Educational materials	STRF*	Registration*	Total
Certificate in Business Management	200	\$5187.50	\$600.00	12.50	\$100.00	\$5900.00
Certificate in Human Resources Technician	200	\$5187.50	\$600.00	12.50	100.00	\$5900.00
English as a Second Language	90	\$1297.50	\$500.00	2.50	\$100.00	\$1900.00
English as a Second Language (Beginning)	360	\$3990.00	\$800.00	10.00	\$100.00	\$4900.00
English as a Second Language (Intermediate)	360	\$3990.00	\$800.00	10.00	\$100.00	\$4900.00
English as a Second Language (Advanced)	360	\$3990.00	\$800.00	10.00	\$100.00	\$4900.00

* STRF and Registration Fees are non-refundable

FINANCIAL SERVICES

24-7 CLASSROOM administers its finance programs in accordance to prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial assistance eligibility. In order to remain eligible for financial assistance, a student must maintain satisfactory academic performance.

All tuition and fees are due on and are payable no later than the first day of classes unless prior financial arrangements have been made with the Financial Planning Department. A variety of payment options is available to students.

Further information on financial assistance may be obtained from 24-7 CLASSROOM Financial Services.

24-7CLASSROOM does not participate in any federal or state financial aid programs. 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.

STUDENT TUITION RECOVERY FUND (STRF)

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to the student:

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

The STRF has been put in place to reimburse students who might otherwise experience a financial loss as a result of:

- (a) the closure of the institution,
- (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or
- (c) a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure. The Fund protects only California students. Institutional participation is mandatory. The STRF is a special fund established by the California Legislature, and this non-refundable fee is \$2.50 for every \$1,000 rounded to the nearest \$1,000.

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
- 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. "

STUDENT SERVICES

JOB PLACEMENT ASSISTANCE

While the school provides placement assistance, no guarantee for either employment or income level can be made. Accordingly, 24-7 Classroom offers extensive assistance through placement workshops as well as counseling to students seeking jobs at the completion of the programs. The Student Services offer assistance in resume portfolio development, techniques and strategies in the job search, interviewing skills development, and career planning guidance to determine optimum career path and to ensure students' ultimate success in their chosen disciplines. Agencies and companies contact the school for likely candidates for employment. Vacancies in the field will be posted on the bulletin board.

TRANSPORTATION

Public transportation is available with stops located close to the campus.

STUDENT RECORDS AND RIGHT OF PRIVACY

The Family Educational Rights and Privacy Act (FERPA) enable all students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State of California requires the school to maintain these records for a minimum of five years. Student may request a review of their records by writing to the Director of the School. All such reviews will be scheduled during regular school hours under appropriate supervision.

COMPLAINT PROCESS

Students wishing to discuss any problems or complaints that they may have are free to discuss them with their instructors. In cases where the instructors cannot help the student, he/she is encouraged to talk to the Associate Director. If the Associate Director is unable to assist the student then an appointment can be made with the Director to discuss any complaint. The director will investigate the complaint thoroughly including interviewing of all people and review of all documents pertinent to the complaint. A record of the complaint will be kept in the student's file and in the complaint log. Resolution to the complaint will be completed within 10 days.

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

24-7 CLASSROOM encourages any student or the public who has a grievance to give the institution the opportunity to resolve the issue(s).

ADMINISTRATION AND FACULTY

24-7CLASSROOM Administrative staff and faculty have the educational qualifications and several years of work experience in their field of study.

Abdi Lajevardi, MS - School Director
 Sohayla Meknat - Director of Admissions

Faculty

William Vega, PhD
 Michael Morris, MBA
 Tony Babaian, PE

Sohayla Meknat, BSEE
 Vijay Pilly, BSEE
 Tony Pereira, PhD

Mariam Mohammadi, MA
 Shoukry Tiab, MSEE

DISCLAIMER: 24-7 CLASSROOM reserves the right to make changes to the content of the programs listed in this Catalog in order to reflect changes in current business environments.

24-7 CLASSROOM fees and tuition prices are subject to change according to each academic year.

SCHOOL CALENDAR

24-7 CLASSROOM, holds classes weekdays. Classes start weekly and a schedule of start dates for each program will be issued by the registrar upon request. Classes are not scheduled on the following holidays:

Holiday	2012 Holidays	2013 Holidays
Martin Luther King Day	Jan 16, 2012	Jan 21, 2013
President's Day	Feb 20, 2012	Feb 18, 2013
Good Friday (Observed)	Apr 6, 2012	Mar 29, 2013
Memorial Day	May 28, 2012	May 27, 2013
Independence Day	July 4, 2012	July 4, 2013
Labor Day	Sept 3, 2012	Sept 2, 2013
Veteran's Day	Nov 11, 2012	Nov 11, 2013
Thanksgiving Day	Nov 22 -23, 2012	Nov28 -29, 2013
Christmas and New Year	Dec 17-Jan 3, 2013	Dec 20- Jan 6, 2014