

JS Dream Textile Design School

CATALOG

Academic Year of 2012



2975 Wilshire Blvd. # 522. LOS ANGELES, CA 90010
e-mail : jstextile@yahoo.com
Tel: 213 505-7170

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GENERAL INFORMATION

Approval Disclosure Statement

JS Dream Textile Institution is a private Institution and that it is approved to operate by the Bureau for Private Postsecondary Education.

"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".

Diploma/Completion Certificate

Computerized Textile Design*	810	27.0
English as a Second Language	680	22.5

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. JS Dream Textile awards its graduates a diploma as an acknowledgment of their accomplishment and graduation from JS Dream Textile.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. JS Dream Textile currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director David S. Lee.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897.
Toll Free: (888) 370-7589

"A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site : www.bppe.ca.gov".

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589

All information in the content of this school catalog is current and correct and is so certified as true by David S. Lee.

Administration Staff

School Director	David S. Lee.
Director of Admissions	David S. Lee
Student Services/Placement Officer	Elaine Kim

Faculty

Computerized Textile Design	David S. Lee
English as a Second Language	TBA

David S. Lee has both majors in textile design from KVN Design College and graphic design from Sydney University in Sydney, Australia. He has been working as a professional graphic and textile designer and consultant over 22 years and his knowledge and experiences are in depth of work fields of Color Reduction, Clean Up for Color-Ways, Screen Separation, Repair and Lay-Out, and Engineer Design to various artwork designs. He is fully skilled in PC and MAC used in the graphic and textile industries.

David has more than 14 years of teaching experiences in the graphic and textile design for many companies and universities in US and South Korea.

Institution Mission, Purpose and Objectives

JS Dream Textile mission is within the educational objectives to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the field of computerized textile design programs for entry-level positions and to work with students of foreign languages to master the English language.

Goals and Objectives:

JS Dream Textile graduates will be able to perform specific duties immediately upon employment. The student will be prepared to more fully use the specialized training offered by many companies to new employees.

Also, opportunities for the career advancement will be greater due to the wide scope of knowledge each graduate has gained from JS Dream Textile training programs and their business adaptation.

Each student will find that JS Dream Textile training is a job-oriented practical program of practical practice, which includes hands-on “experience with the materials and situations of typical industry job assignments. This active program of work situation training will give the student valuable pre-employment experience.

The school was founded in the greater Los Angeles area to serve the commercial textiles industry in 2007. We researched and discovered a need for more up-to-date computerized training in this area. Even though the textile industry is very successful with the machinery used in the past, the modern techniques of today are computerized. This system will enable the textile industry to advance their system and allow faster and more accurate styles of fabrication.

Semester Credit Hour Measure

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/extern ship/ work based activity equals 1 semester unit. A clock hour is defined as “A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

Academic Year Definition

The academic year for programs less than 24 semester credit hours is 32 weeks.

The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

Transfer of Credit Policy

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

The transferability of credits you earn at JS Dream Textile is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in JS Dream Textile is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn at JS Dream Textile are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 JS Dream Textile to determine if your credits or certificate or diploma will transfer.

IF A STUDENT OBTAINS A LOAN TO PAY FOR THE EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY OF 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.

THIS INSTITUTION DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY, OR OPERATING AS A DEBTOR IN POSSESSION, AND HAS NOT FILED A PETITION WITHIN THE PRECEDING FIVE YEARS, OR HAS HAD A PETITION IN BANKRUPTCY FILED AGAINST IT WITHIN THE PRECEDING FIVE YEARS THAT RESULTED IN REORGANIZATION UNDER CHAPTER 11 OF THE UNITED STATES BANKRUPTCY CODE (11 U.S.C. SEC 1101 ET SEQ).

THE INSTITUTION DOES NOT OFFER DORMITORY/HOUSING FACILITIES OR HAVE ACCESS UNDER ITS CONTROL. THE AVAILABILITY OF HOUSING LOCATED REASONABLY NEAR THE INSTITUTION IS THE RESPONSIBILITY OF THE STUDENT TO SEEK OUT AND OBTAIN. NO FACILITIES ARE RECOMMENDED OR SPONSORED BY THIS INSTITUTE. THIS INSTITUTE DOES NOT OFFER AN APPROXIMATE COST OR RANGE OF COST FOR ANY HOUSING. THIS WILL BE THE RESPONSIBILITY OF EACH STUDENT ON THEIR OWN.

INSTITUTIONAL POLICIES AND INFORMATION

History of the School

JS Dream Textile was founded in 2007 in Los Angeles, California for the purpose of offering Diploma/Completion Certificate Program in Computer Textile Design.

JS Dream Textile conducts classes in English only. For international students, JS Dream Textile has been approved for English as a Second Language Program.

Physical Description of School

JS Dream Textile, Los Angeles Campus, occupies approximately 1,200 square feet in a traditional campus facility located at 2975 Wilshire Blvd. Ste. 522. Los Angeles, CA 90010

Facilities include: Audio/Visual equipment, computers, and lecture classes, Student Reference Library with reference texts and manuals, computers equipped with internet and internet library. Student Lounge, and other equipment aids frequently used in these various industries.

Admission Policy

Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalency (GED). Prospective students should contact JS Dream Textile to set up an appointment with an Admissions Representative to receive information about the school, its curriculum, and admission policies. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

This Institutes policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievements test.

This institute will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This institute will offer a test for the student with prior experiential learning, which will evaluate the ability of the student equal to the current training offered. Although this Institution will encourage the student to participate in the total course offered, as it benefits the student and the class, the student may be offered the credit for a portion, not to exceed 16 total hours of experiential learning. The final decision will be that of the School Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education/ experiential learning not to exceed the maximum of 16 hours. Each student will be evaluated separately by the School Director.

Admission Procedures

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED
- Attend a New Student Orientation.
- Complete, sign, and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of \$75.00.(Non-Refundable)

Ability to Benefit

All applicants for admission to the school must be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction.

This Institute has not entered into an articulation or transfer agreement with any other College or University.

Withdrawal / Drop-out Policy & Procedure

Students who wish to withdraw from their training program should contact the School Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the school, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

Re-enrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the School Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a “Seven Day Cancellation” as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the school Director. School payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The school at its sole discretion will determine the student’s re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. based on each individual’s financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

THE MODULE CALENDAR IS USED, WITH OPEN-ENTRY OPEN-EXIT ENROLLMENT. CLASSES START EVERY MONDAY (AT MODULE STARTS).

J S Dream Textile Observes the Following Holidays

New Year's Day	January 1, 2012
Martin Luther King's Day	January 16, 2012
President's Day	February 20, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2011
Labor Day	September 3, 2012
Veterans Day	November 12, 2012
Thanksgiving Day	November 22, 2012
Day after Thanksgiving	November 23, 2012
Christmas Day	December 25, 2012
Summer Break	1 Week (will be announced 2 weeks prior to)

Students will be on Winter Break beginning Monday, December 24, 2012 through Tuesday, January 1, 2013. Classes resume on Wednesday, January 2, 2013.

JS Dream Textile reserves the right to modify this schedule with reasonable advance notice to students.

Statement of Non-discrimination

J S Dream Textile does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the school's activities. J S Dream Textile will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

STUDENT SERVICES

Student Parking

Student parking is available. JS Dream Textile is not responsible for parking violations, property theft, property damage.

Advising

The staff of J S Dream Textile makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

Refresher Training

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program. Admittance is based on space availability.

J S Dream Textile is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

Placement Services

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment. (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

J S Dream Textile Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. J S DREAM TEXTILE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

Disclosure and Retention of Education Records

Students have the right to inspect, review, and challenge information contained in their education records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the student service department.

All appointments must be made during regular business hours.

At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

Student records are to be kept for up to 5 years, Transcripts will be available for students permanently. Students must submit a written request to the school for an official copy of the transcript.

Tuition Assistance: At the present time, J S Dream Textile does not offer financial aid programs.

Library

An on-line reference library is available to all students, staff and faculty.

J S Dream Textile uses the Questia.com library with the latest and largest research into all areas and current periodicals and information.

Student Lounge

The student lounge is available for the convenience of all students.

ATTENDANCE POLICIES

Attendance

A sign-in sheet will be provided by the instructor of every course on a daily basis. It is the student's responsibility to sign the sheet daily. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day. When students must be absent from class, they call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Recurring absences could result in disciplinary action, including dismissal. Students must maintain a 70% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department.

Make-up Time/Work Accountability

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the school premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

Leave of Absence Policy

If a “Leave of Absence” is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

Suspension and Dismissal

J S Dream Textile reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

Satisfactory Academic Progress Policy

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of C or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of “C” at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

Grading Format

1	A = Excellent	90% - 100%
2	B = Good	80% - 89%
3	C = Satisfactory	70% - 79%
4	P/F= Pass/Fail	Credit/No Credit Assigned
5	D = Poor	65% - 69%
6	F = Failing	00% - 64%
7	I = Incomplete	00%
8	W=Withdrawal from Module	No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to school, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to school, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the School Director and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the School Director to be re-admitted by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog. Permanent transcripts of the student's progress record are maintained by the school and are available upon written request by the student. There is a \$10.00 charge for education transcripts. . Under State Regulations, the institution is only required to maintain a students file for 5 years from the students last date of attendance.

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70% or "C", the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or "C". During that probationary period, the student must maintain a cumulative grade point average of 70% or "C" of the program.

If a student maintains a grade point average of 70% or "C" and/or achieves a cumulative grade point average of 70% or "C", probation will be removed. However, if the student fails to maintain a 70% or "C" grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

Student Appeal Procedures

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the School Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. . The student will be notified of the Appeal Board decision within 30 days following the receipt of the student's appeal. The decision of the School Director shall be final.

Reinstatement

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The School appeals board shall consist of (3) three school administrators The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of School Director.

Graduation Requirements

Upon successfully completing a program and being current in their tuition payments, students will receive a Diploma.

Student Records

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. J S Dream Textile protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage. **All files are kept for a maximum of 5 years and transcripts are kept indefinitely.**

Changing Programs

At times, a student may wish to change his chosen career goal. The institution reserves the right to allow or disallowed a transfer from one program to another offered at this institution. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this effect the student's financial status.

SCHOOL POLICIES AND REGULATIONS

Dress Policy

Professional dress is recommended at all times. JS Dream Textile's Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of JS Dream Textile's expectations for graduation.

JS DREAM TEXTILE RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF JS DREAM TEXTILE'S SCHOOL STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms. Students are free to eat and drink in the lounge only.

Children on the Premises

Unfortunately, due to the necessity of maintain a professional learning environment that respects the rights of all students, children are not permitted on the school premises.

Student Conduct

An important part of the training at j s Dream Textile includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school.

Grounds for Disciplinary Action

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the school.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of school enrollment agreement.
9. Cheating.
10. Falsifying school records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.

13. Instigation and/or participation in rebellious activities against the school and/or its student(s).
14. Solicitation, which reflects unfavorably upon the school and/or its students.
15. Vandalism of school property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

Policy on Student Rights

The Student's Rights Policy concerning enrollment states:

"You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you prior to the first day of class. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

"After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

"If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the school, write or call the:

Bureau for Private Postsecondary Education (BPPE) :

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

Telephone. 916. 431-6959 Fax 916. 263-1897. Toll Free: (888) 370-7589

"Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

Student Grievance Procedure

JS Dream Textile publishes the following student grievance procedure in the school catalog

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to JS Dream Textile in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the School Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 30 days after filing, the School Director will schedule a Grievance Committee meeting. The members of the Committee will be (3) three. The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the School Director will arrive at a fair and equitable decision. It is the School Directors final decision.

If students/school has exhausted procedures and the problem has not been resolved, they have the right to contact the: Bureau for Private Postsecondary Education

Department of Consumer Affairs
2535 Capitol Oaks Drive., Suite 400,
Sacramento, CA 95833.
(916) 431-6959 Fax (916) 263-1897 Toll Free: (888) 370-7589

Controlled Substance, Alcohol and Drug Abuse Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

The following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse	(800) 662-HELP (800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each student is required to read and sign a statement concerning this policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

ACADEMIC PROGRAMS

COMPUTERIZED TEXTILE DESIGN

Module No	Module Description	Hours	Semester Credit Hours
Basic Modules			
1.BTP	Out-Line of Textile Production	16	0.5
2.BCK	Basic Computer Knowledge	40	1
3.BEA	Eye Sketching and Artwork Repeat	16	0.5
4.BRD	Rendering & Drawing, Perspective	32	0.5
5.BCC	Coloring (Color Reduction & Cleaning)	16	1
6.BCS	Color Separation	16	2
7.BTA	Type Anatomy & Logo Design	24	1
Middle Modules			
8.MDT	Textile Design Theory	16	1
9.MPF	Printing Process on Fabric	32	1
10.MDM	Design Modification	40	2
11.MTD	Texture Design	24	2
12.MSD	T-Shirt Design	32	1
13.MCP	Four-Color Process & Paper printing	24	0.5
14.MKD	Kind of Textile Design	80	2
Advanced Modules			
15.ABT	Air Brushing & Tone Effect	16	1
16.ACD	Computer Design program (Photoshop & Illustrator)	40	2
17.ADC	Textile Design by Computers	232	4
18.APM	Portfolio Make-up	114	4

1. BTP Out-Line of Textile Production

This course is a practical laboratory for textile Production

2. BCK Basic Knowledge of Computer

In this course, students are introduced to computer concepts and general operating systems, software and hardware, and computer architectures.

3. BEA Eye Sketching and Artwork Repeat

This course deals with getting the main point of pictures. Topics include coloring, sizing, main picture, direction of pictures, back ground, touching texture, description, draw the elements of design, make visual spare within repeat, and field practice.

4. BRD Rendering & Drawing, Perspective

This course emphasizes using all art materials together, textile illustration, basic modify and drawing.

5. BCC Coloring (Color Reduction & Cleaning)

This is a practical course and the students will learn point color of textile, character of Basic color, figure and relate of color, harmonious combinations of color, national color, expression of textile color, complementary color, value of color, color wheel, value tone, hue, 4 way classification of color, contrast of color, positive and negative color, visual illusion of color, and mixing color.

6. BCS Color Separation

This is a practical course and the students will learn color separation for cleaning artwork and color- way.

7. BTA Type Anatomy & Logo Design

This course deals with lettering, typography (size, leading, spacing, fond, style, and alignment), Logo design, headline, sub-headline, copying, slogan, logo and changing.

8. MDT Textile Design Theory

This course deals with the origins of fashion, creating a design for the customers, printing machines, textile printing, textile business design repeat, and screening. Join line of design, overlap line of design, color reducing, and composition.

9. MPF Printing Process on Fabric

This course is a practical laboratory for textile designing, textile coloring, designing by hand and by computer, color separation on film, screening, sampling, sampling, and digital and paper printing.

10. MDM Design Modification

This course emphasizes changing more than 30% of an existing design, modifying of fabric, photo, and artwork, company sample, modifying characteristics, and repeating.

11. MTD Texture Design

This course teaches the meaning of texture (join 2 colors) 3 colors, role of textures, kind of texture, case of separation texture, composition of texture, and how to make it.

12. MSD T-Shirt Design

This course teaches T-Shirt design by learning of characteristics, main subject, basic repeat, coloring, whole design, one side design, double side design, silk printing.

13. MCP Four-Color Process & Paper printing

This course emphasizes color separations by camera and by scanner through the understanding of mixing color, screen toning, film, working and expression.

14. MKD Kind of Textile Design

This course teaches different kinds of textile design such as dot design, stripes design, painting design, real photo, checker design, plaid design, copy design, border design, indigo design, textured design, abstract design, airbrush design, animal skin design. Ethnic design, geometric design, flower design, paisley design, tropical design, tropical design, readers design, and alphabet design.

15. ABT Air Brushing & Tone Effect

This is a practical course of how to use air brushing by learning of compressors, media supports, masking, computer tools, equipment and environment.

16. ACD Computer Design program (Photoshop & Illustrator)

This course is designed to prepare the student for advance understanding of computer design programs, and to practice different kinds of textile designs by using the computer.

17. ADC Textile Design by Computers

This course is designed to prepare the student for advance understanding of computer design programs, and to practice different kinds of textile designs by using the computer.

18. APM Portfolio Make-up

Textile design products using all skills taught throughout the course to build their own portfolio of original designs. Each portfolio will serve as certification that s student understands and can implement pattern-making techniques, and apply the principles and design skills learned in the course.

ENGLISH AS A SECOND LANGUAGE

The course involves the use of certain language and cultural literacy skills; namely Vocabulary, Social Language, Grammar, Speaking Activities, Pronunciation, Listening, Reading and Writing in the following content areas: Getting Acquainted. Going Out, Talking about Families, Coping with Technology, and Eating In, Eating Out.

This course is designed for those students with limited English language skills. The objective is to further develop and improve the student's English proficiency. Instructional methods and techniques include intensive lecture, demonstration and practical application. The program makes effective use of audio-visual materials, textbooks and materials and computerized instruction.

Students entering this program who have limited English language skills first enter the beginning English course. An English language placement test is administered to each applicant prior to entering the program. Students are then placed in a class level appropriate to their English proficiency. This placement test will also determine the approximate amount of time required for the student to achieve a level of English proficiency necessary to achieve their goals.

There are three Levels of training consisting of 680 hours 23 (22.7 semester credit hours) of instruction. Module "A" and "B" require 15 weeks of instruction and Module "C" requires 12.5 weeks of instruction. The typical limited-English speaking student will generally require one or two levels of instruction in order to achieve their goal. Those applicants who test below the English literacy level required for this program will be referred to a standard English as a Second Language program.

Successful graduates of the program acquire sufficient English skills. Students will graduate from the program when they have attained a level of English language skills necessary.

<u>Module Title</u>	<u>Total Hours</u>	<u>Semester Credit Units</u>
Module A Beginning/Intermediate Literacy	240	8.0
Module B Intermediate/Advanced Literacy	240	8.0
Module C Principles of the Alphabet System	200	6.7
Totals	680	22.5

TUITION AND FEES

Name of Program	Clock Hours	Registration Fee (non-refundable)	Tuition & Textbook Fee (including CD)	Total Cost
Computerized Textile Design	810	\$75.00	\$6,425.00	\$6,500.00
English-as-as-second Language	680	\$75.00	\$2,300.00	\$2,375.00

REFUND TABLE

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%	75%
Computerized Textile Design	810	\$6500.00	\$5850.00	\$4875.00	\$3,250.00	\$2,600.00	\$1,625.00
English as a Second Language	680	\$2,375.00	\$2,137.50	\$1,781.25	\$1,187.50	\$950.00	\$593.75

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

(a) "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1. You are a student who is a California resident, or are enrolled in a resident program, and prepaid 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 programs 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 students 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 the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1. The school closed before the course of instruction was completed.**
- 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.**
- 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds 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 this 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."**

Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.

Cancellation, Withdrawal and Refund Rights

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other** goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

HYPOTHETICAL REFUND EXAMPLE:

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$ 75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$\$2100$ ($\$2,000$ Tuition + $\$ 75.00$ Registration Fee) Amount Paid - $\$75.00$ Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) - 400 Hours of Instruction for which you have paid = $\$1,518.75$ Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be $(\$1518.75 + \$150) = \$1668.75$.

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a three-week period (21 school days);
- (d) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.