TECHNOLOGY TRAINING INSTITUTE

CATALOG

04/01/2014 - 04/30/2015

8727 Van Nuys Blvd. Ste. 202
Panorama City, California 91402

Tel: (213) 533-2002

Classes will be held at
8727 Van Nuys Blvd. Ste. 202
45Panorama City, California 91402

TABLE OF CONTENTS

Page(s)

General Information
Approvals 3
Catalog updates 4
Administration and Staff 5
Institute Mission 5
Purpose and goals 6
History 6
Facilities 6
Semester Credit hour measure 6
Academic Year Definition 6
Transfer of Credit Policy 6
Policies and Information
Admissions Policy 8
Language proficiency 8
Ability-to-benefit 8
Transfer credit, granting of credit policy 9
Credit for prior experiential learning 9
Credit for prior education 9
Credit evaluation policy 9
Admission Procedures 10
Admission policy 10
Graduation requirements 11
Withdrawal/Dismissed policy and Procedure 11
Reenrollment 11
Holiday Calendar 12
Non-Discrimination Policy 12
Disclosure and retention of education records 12
Copyrighted material 13
Student Services 13
Parking 13
Advising 13
Refresher Training 14
Placement Services 14
Library 14
Attendance Policies 14
Attendance 15
Make-up/Work Accountability 15
Leave of Absence Policy 15
Suspension and Dismissal 15- 16
Satisfactory Academic Progress Policy 16
Academic Probation Policy 17
Student Appeal Procedures and Reinstatement 17
Changing Programs 18
School Polices and Regulations 18
Dress Policy and Eating in Classroom 18
Student Conduct 18
Grounds for Disciplinary Action 18-19
Student Grievance Procedure 19
Controlled Substance, Alcohol and Drug Abuse Policy 20
Academic Programs 21
Computerized Office Administrator 22-23
Diagnostic Medical Sonography 24-27
Medical Office/Billing Insurance Program 28-29
Schedule of Tuition and Fees 30
Refund Table 30
Student Protection Policy 31
Cancellation, Withdraw, and Refund Policies 32-34

GENERAL INFORMATION

Approval Disclosure Statement

Technology Training Institute is a private Institution and that it is approved to operate by the bureau. Section 94802. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

"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".

" Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog

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. P.O. Box 980818, West Sacramento, Ca. 95798-0818 www.bppe.ca.gov (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589 fax (916) 263-1897.

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.

Technology Training Institute currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees.

The educational programs that are offered do not lead to positions in a profession, occupation, trade or career field requiring licensure in California. The Diagnostic Medical Sonography program can lead to an ARDMS certification(see program description in this catalog under Academic Programs).

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director
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.or on the internet at www.bppe.ca.gov.

"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".

"Diploma Programs"

COMPUTER OFFICE ADMINISTRATOR	480 Hours	37.0 Credit Hours
DIAGNOSTIC MEDICAL SONOGRAPHY	1,560 Hours	97.0 Credit Hours
MEDICAL OFFICE / BILLING INSURANCE PROGRAM	480 Hours	32.0 Credit Hours

Instruction is in residence with a facility occupancy level that will accommodate 20 students. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Technology Training Institute awards its graduates a diploma/ completion certificate as an acknowledgment of their accomplishment and graduation from Technology Training Institute.

Technology Training Institute catalog Updates

The catalog is updated annually or at times necessary by policy changes or regulatory agency changes. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the this catalog.

Technology Training Institute is not accredited and at this time has NO DEGREE programs accredited by an accrediting agency recognized by the United States Department of Education.

Administration & Staff

Director / Director of Admissions	Val Bogomolny International Business Studies, kaliningrad, Russia
Student Services	Leticia Celio

Faculty

Computerized Office Administrator	Leticia Celio Office Operations Business Administration/ Accounting East Los Angeles Community College -Montebello, Ca.
Diagnostic Medical Sonography	Igor Olinsky, ARDMS California Medical Sciences, Beverly Hills, Ca. Diploma in Ultrasound
Medical Office /Billing Insurance Program	Leticia Celio Medical Assisting Back Office Downey ROP Bell Garden Adult School Medical Front Office Billing/Coding Career College of America Medical/ Billing/Coding Diploma

Institution Mission

Technology Training Institute offers a superb educational experience that stimulates professional interests and goals of its students. Our purpose is to focus on the importance of individual student needs by providing high-quality career oriented short-term skills training. Technology Training Institute's educational programs are intended to meet the expectations of the student and the community .

Purposes and Goals:

Technology Training Institute's graduates will possess skills to accept intellectual, personal, ethical and social responsibilities which will guide them to a successful career. Technology Training Institute's students will gain the knowledge and skills needed to perform efficient and safe health care services in the allied health field and technology training in the computer technology industry.

History

The school was founded in the greater Los Angeles area to serve the Computer Technology and Allied Health Field in 2003.

Facilities

Technology Training Institute occupies approximately 700 square feet in a traditional campus facility located at 8727 Van Nuys Blvd., Ste. 202 Panorama City, Ca. 91402

Facilities include: Computers, equipped with internet access. Lecture class, reference library with reference books, peridoicals and manuals, Office and reception area.

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 l 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 Technology Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the(diploma, or certificate) you earn in _____(name of educational 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 at 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 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 Technology Training Institute to determine if your (credits or, diploma or certificate) 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 receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal t financial aid 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 will be the responsibility of each student on their own.

THE INSTITUTE HAS NO RESPONSIBILITY TO FIND OR ASSIST A STUDENT IN FINDING HOUSING,

The availability of housing located reasonably near the institutions facilities are numerous apartments and an estimation of the approximate cost or range of cost of the housing is $ 900,00 to $ 1,800.00 per month, depending on what the student is looking to rent.

This Institute has not entered into an articulation or transfer agreement with any other College or University that provides for the transfer of credits earned in the program of instruction.

This institution does not offer distance education

INSTITUTIONAL POLICIES AND INFORMATION

Facilities include:

Audio/Visual equipment, computers, and lecture classes, Student Reference Library with reference periodicals and manuals, computers, journals, CD's equipped with internet and internet library and other equipment aids frequently used in these various industries. The occupancy level of the facility is 15 students at any one time.

Admissions Policy

Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalency (GED) for the Diagnostic Medical Sonography program. The Institute will accept a non-graduate for the Medical Billing/Coding insurance program and the Computerized office Administrator program, with the ability to benefit from the program offered. *** SEE ABILITY-TO-BENEFIT POLICY**.

Language proficiency

The level of English language proficiency required of students accepted to the training is 9th grade reading, writing and comprehension skills.

English language services are not provided at this Institute

Prospective students should contact Technology Training Institute to set up an appointment with an Admissions Representative to receive information about the Institute, 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.

Each student will be administered an entrance test prior to admission to the Institute (Wonderlic SLE), and score acceptable as specified by Wonderlic, that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction. The Institute will determine through the entrance test that the student has a reasonable prospect of completing the program.

****The Diagnostic Medical Sonography program requires a high school diploma or GED for admission**.

Ability to Benefit:

A student without a high school diploma or GED is considered an ability-to-benefit student. This student will take an **independently administered examination** of a wonderlic test, (approved by the USDOE).

The acceptable score, as specified by Wonderlic, demonstrating that the student may benefit from the education and training being offered.

Transfer Credit, Granting of Credit Policy

Students may receive credit earned from a previous school approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning. The Institute will evaluate the transcripts and make a final determination. The transcripts must be no more than 5 years from the date of the class and the final grade must be a "B" or better.

Credit for prior experiential learning

The Institute does not recognize acquired life experience and prior experiential learning (observed, practical) as a consideration for enrollment or granting credit towards any of its programs.

Credit for prior Education Credit

Courses that will be considered for transfer credits will be any of our diploma programs. The program will be evaluated on the students transcripts presented to the Institute.

An official transcript will be required from the student, prior to the start of the 1st class of the program. The course taken in which the transfer credit (s) will be used, will be reflected in the reduction of the units and amount charged for the entire course.

The student will receive a worksheet with the prior education credit calculation, with the option to repeat this information as a choice, as review is always helpful.

CREDIT EVALUATION POLICY

Students with previous course work from other institutions can apply for prior course credit transfer approval. Students who have completed similar courses offered at our Institute are authorized to retake the courses for improving their skills. All students who are interested in receiving credit transfer approval must complete the Credit Transfer Approval Request Form. The Credit Transfer Approval Request Form must be submitted to the registrar office and will be reviewed and approved by the Director. Based on the official transcript issued by the Institute attended and the recommendations of the Course Instructor a decision will be made for the transfer request. The decision made by the Director will be communicated to the student by the Admissions Representative. Students who receive course transfer approval will be provided with a revised course requirement document. Students are required to submit an original transcript of records from the institution where they have completed the classes or programs.

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. The final decision will be that of the Institution 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 not to exceed the maximum of 60 hours. Each student will be evaluated separately by the Institution Director.

Admissions 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)
-

Admissions Policy

Programs of training are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the institution and discuss their needs, goals, and objectives with an Admissions Representatives. Technology Training Institute uses an ability-to- be-trained test which is used as an entrance test.

Each applicant accepted for training will complete a request for transcript form to be sent to Secondary and Postsecondary institutions he/she has attended or sign a statement that he or she has a high school diploma or has the equivalent of a high school diploma (GED)

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

This Institution **DOES NOT OFFER** visa services or WILL NOT vouch for student status, and has no associated charges for this service.

The Institute instructs only in **ENGLISH,** and all students must have a master of the English language proficiency of 9th grade reading, writing and comprehension.

The prospective student will be administered the ability-to-benefit test to assure the student has the reliable measure of their ability to be successfully trained to perform the tasks associated with the program of instruction in regards to the language, reading and writing skills proficiency required.

No English language services are provided.

Graduation Requirements

Students will receive the appropriate completion Diploma if the following requirements have been met:

1. All required courses in the student's program have been satisfactorily completed and the final examination has been passed
2. A minimum grade of 75% has been earned in all theory and lab coursework.
3. An overall attendance of 75% has been attained
4. Financial obligations due have been satisfied in full for the tuition and fees.
5. Requirements for administrative departments (financial obligations, and placement information) have been completed satisfactorily.
6. All required program coursework hours have been completed in full at the 75%.

Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the Institution 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 Institution, 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.

Reenrollment

Any student who wishes to re-enroll in the same program should first submit a letter to the Institution 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 Institution Director. Institution payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The

Institution 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.

Technology Training Institute Observes the Following Holidays

New Year's Day and Day after	January 1and 2, 2015
Martin Luther King's Day	January 17, 2015
President's Day	February 18, 2015
Memorial Day	May 27, 2014
Independence Day	July 4, 2014
Labor Day	September 2, 2014
Veterans Day	November 28, 2014
Thanksgiving Day	November 29, 2014
Day after Thanksgiving	November 30, 2014
Christmas Day	December 25, 2014
Summer Break	1 Week (Will be announced 2 weeks prior)

Students will be on Winter Break beginning December 23, 2014 through January 6, 2015.

Classes resume on Monday, January 8, 2015. Technology Training Institute reserves the right to modify this schedule with reasonable advance notice to students.

Statement of Non- discrimination

Technology Training Institute 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. Technology Training Institute will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

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 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The practices and procedures of Technology Training Institute comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of these students. Confidentiality of student and staff's records is strictly protected.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The Institute complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

Copyrighted Material

Effective August 14, 2008, the HEOA adds a new requirement to section 487 of the Program Participation Agreement under which an institution must certify that it develops plans to effectively combat the unauthorized distribution of copyrighted material including through the use of a variety of technology-based deterrent.
This Institution and in compliance with HEOA, subparagraph (p) to section 485 (a) (1) will impose disciplinary actions to the students and employees to the extend allowed by federal laws, who are engage in authorized distribution of copyrighted materials using the institution's information technology system; without unduly interfering with the educational and research use of network

STUDENT SERVICES

Student Parking

Student parking is available. Technology Training Institute is not responsible for parking violations, property theft, property damage.

Advising

The staff of Technology Training Institute 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.

Technology Training Institute 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.

Technology Training Institute's 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. Technology Training Institute CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

Tuition Assistance: Technology Training Institute does not offer financial aid programs.

Library

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

Technology Training Institute uses the Questia.com library and the Elsevier on-line with the latest and largest research into all areas and current periodicals and information. Journal, Digests and magazines are available. Computers with internet access are available and web-sites are available for each program to students and staff.

Student access to the library will be during school hours. See schedule in the Registrar's office as they will be posted each week for students. If you might need copies of online information , book or journal articles please see the Registrar. PLEASE DO NOT USE THE LIBRARY COMPUTERS FOR PERSONAL INTERNET ACCESS. THE COMPUTERS ARE FOR RESEARCH OF COURSE CONTENTS ONLY.

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 Institution 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 80% 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 Institution 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 Institution'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 Institution.

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

Technology Training Institute reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the Institution'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 75% "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 75% "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

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
P/F= Pass/Fail	Credit/No Credit Assigned
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
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 the Institution, 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 the Institution, 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 Institution 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 Institution 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 Institution and are available upon written request by the student.
Under State Regulations, the institution is only required to maintain a students file for 5 years from the students last date of attendance. TRANSCRIPTS ARE KEPT INDEFINITELY.

Academic Probation Policy

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 75% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 75% or “C”. During that probationary period, the student must maintain a cumulative grade point average of 75% or “C” of the program.

If a student maintains a grade point average of 75% or “C” and/or achieves a cumulative grade point average of 75% or “C”, probation will be removed. However, if the student fails to maintain a 75% 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 Institution 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 Institution 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 Institution appeals board shall consist of (2) two school administrators.
The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of the Institution Director.

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. Technology Training Institute'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 Technology Training Institute's expectations for graduation.

Eating in Classrooms

Eating and/or drinking are not permitted in classrooms.

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 Technology Training Institute includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional 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 Institution 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 Institution.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of Institution enrollment agreement.
9. Cheating.
10. Falsifying Institution 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 Institution and/or its student(s).
14. Solicitation, which reflects unfavorably upon the Institution and/or its students.
15. Vandalism of Institution 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.

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 enrollment agreement.

Student Grievance Procedure

Technology Training Institute publishes the following student grievance procedure in the Institute catalog:

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 Institute 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 Institute Director will schedule a Grievance Committee meeting. The members of the Committee will be (2) two.

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 Institute Director will arrive at a fair and equitable decision. It is the Institute Directors final decision.

If students/school has exhausted procedures and the problem has not been resolved, they have the right to contact

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive., Suite 400,
Sacramento, CA 95833.
(916) 431-6959 Fax (916) 263-1897Toll 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 Institute is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.
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.

ACADEMIC PROGRAMS

ACADEMIC PROGRAMS

COMPUTERIZED OFFICE ADMINISTRATOR

480 Hours / 32.0 Credit Hours 24 Weeks

Modules	Description	Module Number	Clock Hours/ Semester Credit Hours		
Introduction to Computers	The student will learn to operate and move through The windows operating system.	COA-100	80 / 5.3		
Keyboarding	Student will learn to type. (weekly)	COA-101	40 / 2.7		
MS Word	Assignments and production work include creation of and formatting of word processing documents as used in the business environment .	COA-102	80 / 5.3		
MS Excel	Enter and edit data, create simple formulas and graphs in a spreadsheet application.	COA 103	60 / 4.0		
MS Access	Learn database basics such as creating and editing, working with tables and queries ,	COA-104	80 / 5.3		
MS PowerPoint	Learn PowerPoint basics to create, edit and format a Slide shows presentation .	COA-105	60 / 4.0		
QuickBooks	QuickBooks	COA-106	40 / 2.7		
MS Outlook	Learn the basic of Outlook and how it benefits the Work environment	COA-107	40 / 2.7		

Description and purpose of course

Overall Objective: Participants will be exposed to and learn all phases and techniques used in working with Microsoft Office, including Word, Excel, Access, PowerPoint and Outlook. In addition the student will be exposed to learning various office techniques and career development.

Emphasis: Special emphasis is placed on mastering the skills needed to successfully work in many exciting clerical occupations.

Careers: Graduates will be employable either in private or public entities utilizing the skills attained in their course work. They will be employable as receptionists, office clerks, administrative assistants, information clerks, customer service clerks, data entry clerks, and many other rewarding positions.

Equipment, Materials, and Textbooks provided:
Prentice Hall DDC, QuickBooks Pro, An Introduction, Horne, Prentice Hall, New Jersey
Learning Microsoft Office 2008, Weixel, Fulton, Wempen, Stevenson, Pearson
Access to a classroom computer for all learning
All necessary supplies, access to printers, paper, ink and filing supplies.

Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75% or better.

Course Certificates Awarded Diploma

DIAGNOSTIC MEDICAL SONOGRAPHY

1,560 Hours / 97.0 Credit Hours 78 Weeks

Module No	Module Description	Clock Hours
P-100	Principles and Protocols of Sonographic Imaging	40 / 2.7
A-100	Cross-Sectional Anatomy	80 / 5.3
M-100	Medical Ethics and Law	20 /1.33
F-100	Foundations of Ultrasound and Healthcare	20 / 1.33
SS-100	Sonography Techniques and Instrumentation	60 / 4.0

	(Lab)	
I-100	Physics	60 / 4.0
CS-100	Case Studies	40 / 2.7
P-101	Pathophysiology related to Sonography	20 / 1.33
S-100	Abdominal Techniques I	100 / 6.7
L-100	Lab Practicum (6 Weeks)	120 / 4.0
CS-101	Case Studies	40 /2.7
VA-100	Vascular Sonography	100 / 6.7
L-101	Lab Practicum (6 Weeks)	120 / 4.0
CS-102	Case Studies	40 /2.7
S-3	Cardiac Sonography	100 / 6.7
L-102	Lab Practicum (6 Weeks)	120 / 4.0
CS-103	Case Studies	40 / 2.7
S-4	Gynecological Sonography	100 / 6.7
CS-103	Case Studies	40 / 2.7
L-103	Lab Practicum (6 Weeks)	120 / 4.0
C-1	Communication in Healthcare	40 / 2.7
AB-100	Abdominal Sonography / Superficial Structures Techniques	60 / 2.0
L-104	Lab Practicum I	20 / .67
L-105	Lab Practicum II	20 / .67
L-106	Lab Practicum III	20 / .67
L-107	Lab Practicum IIII	20 / .67

Description and purpose of course

Objective: The Sonographer produces medical images demonstrating the human body and assists the physician in diagnosing medical conditions, biopsies, surgery, and other screening procedures in various medical settings. Sonographers utilize equipment with high frequency sound waves (much like sonar).
Additionally, monographers must be adaptable to dynamic changes in medical technology.

***Graduates of the program are eligible to take the general sonography examinations (Sonographic physics, Abdomen/small parts, and OB/GYN) given by the American Registry of Diagnostic Medical Sonographer and/or the American Registry of Radiologic Technology

Emphasis: Special emphasis is placed on mastering the skills needed to successfully imaging normal and abnormal findings. To demonstrate sectional anatomy through transducer manipulation.

Careers: Graduates will be employable either in private or public entities utilizing the skills attained in their course. They will be employable as entry level Ultrasound Technicians. An externship or entry level position in an imaging center or physicians office is required for approximately 12 months of documented imaging prior to setting for the ARDMS examination which will allow the graduate to become a Certified Ultrasound Technician (Licensed).

Equipment, Materials, and Textbooks provided:

Ultra Sound equipment used in the industry.

Supplies used to image in the laboratory, gels, draping, and sanitation supplies

Sonography Principles and Instruments 8th edition By Fredrick W. Kremkau (2010)

ISBN: 978-1-4377-0980-3

2010 Musculoskeletal Ultrasound for the Extremities: A practical guide to Sonography of the Extremities by Randy E. Moore ISBN: 513-708-0685

Sonography Introduction to Normal Structures and Function 3rd edition By Curry Reva PHD

ISBN: 976-14160-5556-3 Sonography in Obstetrics & Gynecology ; Principles and Practice, 7th edition By Eugene C. Toy ISBN:978-0-07-176088-1

Instruction provided will be lecture, lab, hands-on scanning skills in each of the systems offered.

Requirements for completion of the program: All course subject modules with a GPA of 75%

Course Certificates Awarded: Diploma

****WITH THE COMPLETION OF THIS DIPLOMA PROGRAM, THE GRADUATE, WITH ADDITIONAL EXTERNSHIP OR SCANNING IN THE INDUSTRY, MAY CHOOSE AN OPTION OF SITTING FOR A CERTIFICATION WITH VARIOUS AGENCIES THAT OFFER TESTING WITH THEIR SPECIFIC REQUIREMENTS. HOWEVER, THE**

ACTUAL CERTIFICATIONS ARE NOT REQUIRED TO ADMINISTER SONOGRAPHY. BUT OF COURSE ARE A BENEFIT AS ANY OTHER ADDITION TO YOUR COMPLETED TRAINING.

YOU WILL NEED TO RESEARCH THE OPTIONS OF YOUR CHOICE.

MEDICAL OFFICE / BILLING INSURANCE PROGRAM

480 Hours / 32.0 Credit Hours 24 Weeks

Course Title	Description	Class Number	Clock Hours/ Semester Credit Hours
Keyboarding	Student will learn and/or improve Keyboarding skills	COA-101	60 /4.0
Basics of Medical Insurance	The student will learn importance of documentation, HIPAA compliance, role as a medical biller/coder, electronic transactions	MOB-100	40 / 2.67
Medical Terminology, Anatomy & Physiology	The student will learn most commonly used medical terms and insurance industry terms, as well as become skilled in anatomy and physiology.	MOB-101	80 / 5.33
Medical Billing	The student will study all forms of medical insurance from private to governmental coverage. They will learn how to complete CMS forms, claims processing and collection techniques. The student will be trained on a medical office management software program. They will also learn to use the ICD-9 and CPT-10 coding books as well as the HCPCS coding system in preparation of advanced coding.	MOB-102	180/ 12.0
Medical Advanced Coding	The student will gain expertise in all aspects of coding diagnoses, procedures and services and supplies in preparation to take the CPC exam.	MOB-103	120 / 8.0

Description and purpose of course

Objective: The student will be exposed to and learn the different types of medical insurances. They learn all techniques used to process all phases of medical billing and insurance claims using medical office management software, and the importance of accurate medical documentation. Students will learn coding techniques and be eligible to take the CPC certification exam for professional coders.(Optional)

Emphasis: Emphasis is placed on maintaining good patient and insurance company relations. Detailed emphasis is placed on the student acquiring a working knowledge of medical terms, insurance terms and anatomy and physiology. Special emphasis is placed on completion of CMS-1500, collection techniques, importance of documentation and precise coding skills.

Careers: Graduates will be employable in either private or public medical offices, hospitals and/or by insurance claims companies, and Billing or coding service companies

.

Equipment, Materials and Textbooks provided:

Access to classroom computer for all learning.

All necessary supplies, access to printers, paper, ink and filing supplies.

Billing & Coding Clear & Simple: A Medical Insurance Work text by Nancy I. GardnerISBN-10: 0803617186

ICD-9-CM Coding Handbook, With Answers, 2012 Revised Edition By: FAYE BROWN ISBN: 1556483805

ICD-10-CM and ICD-10-PCS Coding Handbook, With Answers, 2012By Faye Brown Revised Edition ISBN; 1556483724

Netter's Atlas of Human Anatomy for CPT Coding by AMA (Book with 3.5 Diskette) ISBN-10: 1570661928

Instruction provided will be lecture, lab, hands-on computer

Requirements for completion of the program: All course subject modules with a GPA of 75%

Course Certifications Awarded; Diploma

EDULE OF TUITION AND FEES

Name of Program	Clock Hours	Registration Fee and STRF (non-refundable)	Tuition & Textbook Fee	Total Cost
Computerized Office Administration	480	$75.00 /2.35	$4,750.00	$4,827.35
Diagnostic Medical Sonography	1560	$75.00 /4.40	$ 8,800.00	$8,879.40
Medical Office /Billing Insurance Program	480	$75.00/2.50	$ 5,000.00	$5125.00

REFUND TABLE

Name of Program	Number of Clock Hours	Tuition Fee	10%	25%	50%	60%
Computerized Office Administration	480	$4,500.00	$450.00	$1,125.00	$2,250.00	$2,700.00
Diagnostic Medical Sonography	1560	$8,500.00	$850.00	$2,125.00	$4,250.00	$5,100.00
Medical Office /Billing Insurance Program	480	$4,800.00	$450.00	$1,200.00	$2,400.00	$2,880.00

* This Institution **DOES NOT** participate in federal OR state financial aid programs

If the 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 receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

"You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following apply 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 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. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have an 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 programs 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. **"Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.**

"Students" Right to Cancellation

You have the right to cancel this 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. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give a written notice of cancellation. 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 this agreement, the School will refund any money that you paid within 30 days after your notice is received.
Students are advised that notification of withdrawal or cancellation must be made in writing.

The Cancellation Notice must be addressed to:
Institute Director
Technology Training Institute
8727 Van Nuys Blvd. Ste. 202
Panorama City, California 91402

Withdrawal and Refund

"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 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 Institution for a description of the refund policy.
"If the Institution 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 the Institution has given you any equipment, you shall return the equipment within 30 days of the date you signed a cancellation notice. If you do not return this equipment within this 30-day period, the School may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.
You have the right to withdraw from a program of instruction at any time.
If you withdraw from the course of instruction after the cancellation period as in paragraph 1, the School will remit a refund less non-refundable registration fee and non-refundable STRF fee within 30 days following your withdrawal. You are obligated

to pay only for educational services rendered and unreturned equipment. The refunds shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction, which has not been received but for which you have paid, the denominator of which is the total number of hours of instruction from which you have paid. If you obtain equipment, as specified on the first page of this 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 the equipment. If you fail to return the equipment in good condition within 30 days, the School may retain the lesser amount of a pro rata portion as described below (up to 60% of course completion) or documented cost of the listed equipment. You are liable for the amount, if any, by which the pro rata or documented cost of the 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 your withdrawal. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

If the 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.

Hypothetical Refund Example—Certificate Programs: Assume you enrolled in a 720-hours (24 semester units) course, which costs $5,500.00 for tuition, $75.00, and a STRF fee and $250.00 for books.

Assume you made a payment of $2,000.00 ($1,860.00 towards tuition, $65.00 for a book, and the $75.00 registration fee and the STRF fee. Assume you withdrew after completing 100 hours, which represents 13.9% of the 720 hours. The cost of 100 hours of training is $764.50. The total refund you are entitled to is $1,160.50. If you did not return the $65 book in "as new" condition, then the refund will be $1,095.50.

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 the 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; (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 the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds

GENERAL TERMS:

No applicant shall be rejected from admission to the School the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the School Director of designee.

The School does not and cannot guarantee employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques.

All instructional equipment for the course selected will be furnished by the School. There are, however, required books and materials that are to be paid by you.

The cost of medical or other examinations, if required, is to be paid by the student.

Diplomas, certificates signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated on classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or certificate.

The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.

All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent`` as provided by law. In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.

. The School reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.

The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.

The School reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the School Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the School, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid of unenforceable provisions were omitted.

This Agreement constitutes the complete contract between the School and the student, and no verbal statements or promises will be recognized.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by at

2535 Capitol Oaks Drive Ste 400
Sacramento, CA 95833
(916) 431-6959 Fax (916) 263-1897

(888) 370-7589

TECHNOLOGY TRAINING INSTITUTE

I have received a copy of the Catalog Which contain the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled and the School Fact Performance Sheet prior to my enrollment.

Print Name:_____

Signature:_____

Date:_____