

INTERNATIONAL PUBLIC SERVICE UNITED

www.ipsunited.org

School Catalog

July 1, 2014 – June 30, 2015

MAIN CAMPUS:

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Approval Disclosure Statements

International Public Service United is a private institution that is approved to operate from the California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909 (a) (2) and CEC Section 94897 (l). The Bureau's approval means that the institution and its operations comply with the standards established under the law for higher learning and instruction by private educational institutions and does not imply by endorsement or recommendation by the State of California, Bureau for Private Postsecondary Education (BPPE).

Approved by the Bureau is the Non-Degree Program:

- **Computer Office Management, 900 Clock Hours, 24 Semester Credit Units**

Class sessions will be conducted on the main campus which is located at International Public Service United, 730 S. Waterman Ave., Suite C, San Bernardino, CA 92408.

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 P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov, Phone: (916) 431-6959, Fax: (916) 263-1897.

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.

International Public Service United does not have an articulation agreement or transfer agreement with any other college or university at the present time.

Mission

International Public Service United aims to offer quality programs that integrate professional occupational skills in computer and business career-focused education and empower students to develop and achieve their personal and career potentials for the improvement of life and the community.

To accomplish its mission, International Public Service United has established the following objectives:

- Provide programs leading to diplomas which have been developed and assessed by faculty, staff, and members of the law enforcement, business and education communities.
- Provide intensive and comprehensive instruction that strengthens student academic achievement, career development, and communication skills.
- Instill in its students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of diversity.
- Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.
- Assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life.
- Provide the community with individuals who can meet the ever-changing needs of law enforcement, business, government, and industry now and in the future.

Educational Philosophy

International Public Service United recognizes the worth and dignity of all people and is sensitive to the diversity of its student population. All students are encouraged to reach their potential within the framework of their individual needs, interests, and capabilities. The institution employs instructional methods based on adult learning theory and is committed to the development of each student's intellectual, analytical, and critical thinking abilities. Teaching techniques encourage active student participation such as group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursuing lifelong personal and professional development.

International Public Service United believes that education should promote the development of self-esteem and, for that purpose, provides services that support student efforts to succeed academically, vocationally, and personally. These services include individual advising, academic tutoring, and assistance in locating needed social services.

In order to fulfill its mission, International Public Service United strives to provide excellence in education by hiring well-prepared, experienced faculty and staff; by maintaining an updated facility that fosters educational growth in a pleasant and safe environment with appropriate classroom equipment, library facilities with internet access and computer labs; and by providing tutoring and advising services to help students successfully complete their programs of study.

International Public Service United helps students reach their educational goals by teaching the technical, communication and critical thinking skills necessary to work successfully with clients and other professionals, by offering courses that prepare them for a competitive job market, and by encouraging them to become involved in professional organizations that will promote their learning and professional skills.

International Public Service United provides assistance to eligible graduates in obtaining employment. Students will attend classes, workshops, and advising sessions that teach and guide them through the process of securing and maintaining employment.

Students

Students who enroll in the program are expected to be highly self-motivated individuals who have selected this unique program for the following reasons:

- To acquire practical, ethical occupational skills in business and computers from professionals who practice in these fields.
- To engage in problem-centered approaches to learning.
- To establish a close, working association with faculty members who are committed to a variety of approaches to the study of significant issues.
- To integrate their studies and personal development with their professional work.
- To participate in a campus-based learning center environment.
- To develop skills and English language proficiency and interdisciplinary "foundational knowledge" that will contribute to professional growth.

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

International Public Service United does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Students seeking enrollment at International Public Service United are required to read, speak, write, and understand English because the instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. The institution offers English as a Second Language for proficiency if students are English speaking/communication deficient.

This institution will seek approval with the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and will intend to issue I-20 visas; therefore this institution will accept applications from students from abroad who are on or will be on an F-1 or M-1 visa. This institution will offer visa services and will vouch for a student status as necessary.

ADMISSIONS POLICIES

General Admission Policy

International Public Service United offers a non-degree computer program designed to meet the needs of adult students. The program offered at the institution has its own admission standards and it is the responsibility of the applicant to meet those standards. Potential applicants should contact the school by visiting the institution's main website or by phone. If inquiry is made by phone, the Admissions Representative will provide brief information about the program. The Admissions Representative will also discuss the applicant's qualifications and assist him or her in determining the best way to meet his or her educational and/or career goals. This catalog details the school's method of teaching, programs, policies, admission standards, applicant's qualifications, and financial planning information will be provided upon request. The institution's website also provides the same information as published in this catalog. Potential applicants may also contact an Admissions Representative directly via the institution's website. The website provides an online admission application link for students to complete.

The Application Process

The Application for Admission is available on the school's web site. Official transcripts from previously attended high schools, technical colleges, colleges and universities must also be submitted at the time of application. To be official, a transcript must be sent directly from the Registrar at previously attended institutions to the Office of the Registrar of International Public Service United. Only official transcripts will be evaluated. The application fee must be received before the application will be evaluated.

The application for admissions process is as follows:

To apply for the non-degree program, complete the Application for Admission and send or bring it together with accompanying documents and the Registration Fee of US \$75.00 to the:

**Main Campus:
730 S. Waterman Ave., Suite C
San Bernardino, California 92408
Tel: (909) 890-4311
Fax: (909) 890-4322**

Required for evaluation of the application for the program are the following documents:

- Official copies of all academic transcripts from each school attended (*in English and notarized if translated*). These transcripts should be mailed directly to International Public Service United from each school you have attended.
- A passport-sized photo of the applicant

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

"The transferability of credits you earn at **International Public Service United** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in Computerized Office Management is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 coursework 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 **International Public Service United** to determine if your credits or diploma will transfer."

International Transcripts

It is the applicants' responsibility to have their foreign transcripts evaluated for course equivalency. The approved evaluation agency must use official transcripts. The original evaluation, in English, must be sent by the evaluation agency directly to the Office of Admissions at the institution.

Admission Requirements for the Non-Degree Programs

International Public Service United encourages prospective students to visit our campus and discuss educational/occupational goals with our Campus Director and/or Admission Representative prior to signing the enrollment agreement. Prospective students must have a high school diploma or equivalent. Applicants who do not have a high school diploma or GED and are beyond the age of compulsory school attendance in California (18 years old) and who can demonstrate the Ability to Benefit (ATB) from the training will be admitted by passing an independently administered test. The institution uses the Wonderlic Basic Skills (WBST), Verbal Forms VS-1 & VS-2 and Quantitative Forms QS-1 & QS-2. International Public Service United adopts the minimum passing scores provided by the test publisher; i.e. Verbal – 200 and Quantitative – 210. Students admitted as ATB students are advised to enroll in GED classes offered at adult schools or community colleges. Satisfactory academic progress of ATB students will be monitored monthly. Additionally, the student will have a personal interview with the Admissions personnel to determine his or her potential to succeed in that program.

Experiential Credit

International Public Service United does not award credit for prior experiential learning.

Non-Discrimination Policy

International Public Service United is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, sexual orientation, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements.

Graduation Date

The graduation date is the date the Registrar and/or Chief Academic Officer determine that all graduation requirements have been satisfied.

Graduation Requirements for the Non-Degree Program

Students will receive a Diploma at graduation. To graduate, a student must have:

- Maintained cumulative attendance of 80% or better throughout the program;
- Maintained a cumulative grade point average of 2.0 or 70% (C) or better; and.
- Have paid the tuition in full.

Diplomas and final transcripts are issued within four to six weeks of the completion date.

ACADEMIC POLICIES

Grading and Evaluation Procedures

Students' grades and evaluations are based on demonstrated performance during each course and the level of academic knowledge gained during the course. The grading will consist of letter grades of A through F with grade points as indicated in this catalog.

The school's grading system for each subject in all programs is as follows:

| | |
|--------------|---------------------------------|
| 90-100% | (A=4.0) |
| 80-89% | (B=3.0) |
| 70-79% | (C=2.0) |
| 65-69% | (D=1.0) |
| 64% or below | (F=0) |
| INC | Incomplete (No Points Assigned) |

Grade Point Average

The grade points stated above will be used to calculate the GPA. Non-degree students must earn a 2.0 GPA to graduate.

Clock-Hour/Semester Credit Unit System

A clock-hour is defined as a period of sixty- (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work. For the non-degree program, International Public Service United adopts the conversion of clock hours to semester credit units. Thirty-seven and a half (37.5) clock hours is equivalent to one (1) semester credit unit. Hence, 900 clock hours is converted to twenty-four (24) semester credit units.

Grade Point Average (GPA) Calculation

GPA calculations will be based upon the following model:

$$\text{Semester Credit Units} \times \text{Grade} = \text{Total Quality Points}$$

Example:

| Class/Subject | Clock Hours | Semester Credit Units | Final Grade | Quality Points |
|--------------------------------------|--------------------|------------------------------|--------------------|-----------------------|
| Word Processing | 60 | 1.60 x | A (4) = | 6.40 |
| Principles & Practices of Accounting | 90 | 2.40 x | B (3) = | 7.20 |
| Electronic Spreadsheet | 75 | 2.00 x | C (2) = | 4.00 |
| Data Base Management | 45 | 1.20 x | A (4) = | 4.80 |
| Total | 270 | 7.20 | | 22.40 |

$$\text{Cumulative Grade Point Average (GPA)} = 22.40 \text{ Points} \div 7.20 \text{ Semester Credit Units} = 3.11$$

In this example, the student has completed and earned final grades in four classes/subjects. The number of Semester Credit Units for the classes/subjects is multiplied by the equivalent number of quality points for each final grade earned. The total number of quality points is then divided by the total number of Credit Units attempted to determine the current GPA.

Special Honors

For the non-degree program, honor distinctions are granted as Class Valedictorian and Class Salutatorian. The academic year will be from July 1 to June 30 of the next year.

Standards for Student Achievement

A student must meet the minimum standards for academic achievement and successful course completion while enrolled at the institution. The student's progress will be evaluated at the end of each semester/term to determine satisfactory academic progress. International Public Service United does not allow students to remain enrolled who are not meeting the minimum standards of satisfactory progress. The criteria for the standards for student achievement are as follows: quantitative, qualitative, and maximum time frame.

Quantitative Standard—Semester Credit Hour Completion Ratio

Students must achieve a minimum passing rate of 67% of all clock hours attempted. Grades of "F" (Fail), "I" (Incomplete), and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also calculated in the completion ratio.

Minimum Academic Achievement (Qualitative)

Students in the non-degree program must have a minimum cumulative GPA of 2.0 or better at midpoint and at the end of each term/semester.

Maximum Time Frame for all Programs

The institution understands that many students are working adults attending school part-time. Thus, most students' academic programs will extend beyond the normal duration for full-time students. However, we encourage students to complete their studies as expeditiously as possible. The maximum time to complete any program is one-and-half times (150%) the program length unless mitigating circumstances such as illness exist. The normal length of each academic program is indicated in the curriculum description for the academic program in this catalog.

The percentage of credit hours successfully completed must equal a minimum of two-thirds (2/3) of the credit hours attempted in order to be satisfactorily progressing with the program's maximum time frame.

Academic Probation

A student who is making unsatisfactory progress at the end of a grading period will be placed on academic probation for the next grading period. If the student on academic probation achieves satisfactory progress for the subsequent period but has not achieved the required grades for overall satisfactory progress, the student may be continued on probation for one more grading period. If the student on probation fails to achieve satisfactory progress for the second probationary grading period, the student's enrollment will be suspended. If a student on probation fails to achieve satisfactory progress for the program at the end of two successive probationary grading periods, the student will be terminated. When a student is placed on academic probation, the student will be required to communicate with the Office of Student Services prior to returning to class. The Office of Student Services will inform the student of the date, action taken, and terms of the probation. This information will be clearly indicated in the appropriate permanent student's record.

Academic Dismissal/Suspension

Any student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods will be suspended from enrollment.

Academic Dismissal/Termination

If the student does not maintain satisfactory progress during or by the end of this final probationary period, then the student's enrollment will be terminated. Application of Standards: Satisfactory academic progress standards apply to all students and include all periods of the student's enrollment.

Appeal Process

Students are allowed to appeal enrollment termination due to extenuating circumstances. The student must request the appeal in writing to the Campus Director/Program Director. The Campus Director/Program Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change.

Incompletes

Students receiving, at the discretion of the faculty member, a grade of "I" will be evaluated according to the minimum standard for academic progress and will be re-evaluated at the end of the first two weeks of the following course during which time the student may complete missing work. Courses indicating an "I" at the end of the two-week period will become an "F" with a "0" added to the GPA.

A student who withdraws during the last semester of his/her program will receive a grade of "incomplete" if the student requests the grade at the time of withdrawal and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

Withdrawn, Failing, Transfer of Credits: If a student withdraws prior to the mid-point in a course, the student receives a "W" and the GPA is not affected. If a student withdraws after the mid-point, the student receives a "WF" and receives a "0" for the course at the discretion of the faculty member. This is included in the calculation of the GPA as number of credits attempted. Transfer of credit courses does not affect the GPA.

The student who receives a “W” grade will have a 12-month period following the date the student withdraws to complete the course at no additional tuition.

Repeating a Course

Students must repeat courses in which they have received an “F” grade or from which they withdraw. Students will be charged the regular tuition fees for each course they repeat in which they received an “F” grade.

No grade below C is acceptable for credit towards a diploma and if a student receives a grade below C in any course, that course must be repeated. The new grade will replace the old grade for grade point average calculation but the old grade will remain in the transcript. For students who wish to improve their grades, the fee for repeating a course is the same as the regular tuition.

Academic Suspension Reinstatement

A student whose enrollment is suspended for unsatisfactory progress may reapply for admission after a minimum of one grading period. A student who returns after the enrollment was suspended for unsatisfactory progress will be placed on probation for the next grading period. The student will be advised of this action, and the student’s file is documented accordingly.

Students who are placed on Academic and/or Financial Hold may apply to be reinstated as “active students.” To change the status to active, students must submit a completed application for reinstatement along with a fee of \$400. Additional tuition fees will apply to uncompleted coursework.

Enrollment Termination

Enrollment at the institution may be terminated by the student or by the school. Termination of enrollment by the student must be submitted in “any manner” (telephone, fax, mail, in person, or by e-mail) to the Office of Student Services. International Public Service United may terminate a student’s enrollment for any Academic issue listed earlier in this section of the catalog. In addition, the school may terminate a student’s enrollment for any of the following reasons:

- Failure to comply with the school’s policies.
- Non-payment of tuition fees.
- Falsifying information on the application, any other document during the admissions process, or during the student’s coursework is subject to immediate termination.
- Cheating. Any student altering the results of the mid-term examination, or final examination, or plagiarizing any written assignment, will result in termination of enrollment.
- Failure to progress through the assigned course work and research requirements within a reasonable period of time will subject the student to termination.

Distance Education

International Public Service United does not offer and does not intend to offer distance education. All classes are residential or face-to-face instruction.

ATTENDANCE POLICIES

Attendance & Tardiness Policy

The institution places upon all students the same demands that an employer will place on them as employees. Students are expected to be on time for each class session and remain in class for the entire session. They must meet the minimum cumulative attendance of 80% on each module/class. When students are absent from class, the student should call the school prior to the start of class with an explanation of why they will not be in class that day, and when can the institution will expect their return. A student will be terminated after 21 consecutive class days of unexplained absences.

A student is considered tardy for class if he or she arrives later than 15 minutes after THE SCHEDULED START OF CLASS AND LEAVING EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A TARDY STUDENT WILL BE MARKED AS BEING TARDY. Any combination of three (3) documented periods of tardiness may be considered as one (1) absence.

If a student comes to class 30 minutes later than scheduled or leaves 30 minutes or more prior to the end of the class, he or she may be marked absent. Credit will be given for the time attended, however, towards make-up time.

The cumulative attendance information is contained on the progress report for modular enrollees given to all students each month. If students do not agree with the attendance data, students must submit a written appeal to the Campus Director within one week of the progress report distribution. At the end of the month after the module and date, the module attendance date becomes permanent and can no longer be challenged.

Attendance Probation Policy

Students are expected to maintain a cumulative attendance average of 80% or better on each academic semester. Any student not meeting the minimum attendance requirements in the program shall be placed on Attendance Probation. The length of probation shall be for the period of 30 days. Students on academic probation must sign an academic plan to attend make-up classes before or after class, including weekends. The probation period may be extended at the sole discretion of the Campus Director. If the student does not achieve satisfactory attendance progress, he or she will be dismissed from the program. In the case of International I-20/F-1 students, failure to regularly attend classes may result in notification to SEVIS/SEVP, Department of Homeland Security, Immigration and Customs Enforcement (ICE) of dropped students and of dropped student status, and non- enrollment.

Make-Up Work

Make-up work is handled by faculty members on a case by case basis. Make-up work must be scheduled with the students' instructor to assure proper credit. Student must make up work for proper credit towards graduation. Make-up assignments and/or tests will be given to those who need to make up academic grades or attendance. Students have 10 school days after the ending date of the class/subject to make up for academic grades or attendance. Otherwise, students will receive an "F" grade for that class. Students will be required to repeat the class and/or be terminated from the school.

Leave of Absence Policy

A leave of absence (LOA) may be limited to a specified amount of days (not to exceed 60 days), unless the student is subject to jury, active military duty, pregnancy, health conditions and/or family medical leave which are conditions that could cause the leave to exceed 60 days. The institution will also take into consideration unforeseen circumstances upon approval of appropriate documentation, in which case the student may take a maximum of 180 days of leave of absence within the program during one academic year.

A student must fill-out an "LOA Request Form" and turn it in to the Campus Director for approval. Student's leaves of absence, Holidays, winter breaks, in-service days, days when the school is closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his or her program of study within the maximum time frame, the student must be dropped from the training program.

A student will be terminated when he or she fails to return from a Leave of Absence. The withdraw date will be the last date of attendance on record.

STUDENT SERVICES

Family Educational Rights and Privacy Act

International Public Service United complies 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 for these students. Confidentiality of student and staff's records is strictly protected.

FERFA 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 College 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) a written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

Student Identification Card

Every student will be provided with an ID card that is supposed to be worn at all times while in premises. Students without an ID card will not be permitted to access any of the school's resources.

Advising/Counseling

The institution offers advising via Administrators and Faculty. Academic advising falls in the purview of the Academic Dean, Faculty and academic staff. Personal advising and mentoring such as trauma, personal, sexual harassment fall in the purview of the Director of Student Services. Students who need professional counseling will be referred to federal, state, and/or local agencies that specialize in the type of issue a particular student may have been experiencing.

Student Interaction and Study Groups

Group study will be incorporated when feasible. Students coming together, sharing ideas, and preparing is a delightful part of the school environment be it direct or virtual. Group study is a helpful way to re-enforce personal study and expand the range of learning. Interaction will be the essence of the instructor's facilitative tasks.

Housing, Transportation, and Other Services

International Public Service United has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing. In San Bernardino County, the approximate cost or range of cost for a one-bedroom apartment is \$875; for a two-bedroom apartment, \$1,275. The institution will assist students in securing public transportation cards through MTA and/or local bus transit companies.

International Public Service United does not provide or charge fees for student housing, transportation, supplies and materials, equipment costs, shop or studio fees, or any other costs not described in the institution's Schedule of Fees and Charges. Students must speak to the Department of Student Services Department for the availability of housing located reasonably near the institution's facilities. In addition, the college neither provides, pays for, nor reimburses students for the acquisition of, or use of, any electronic tools, and/or services such as, but not limited to, computers, access to online database services, or database consultant fees and/or services.

Learning Resources

Learning resources provided through IPSU enable its students and instructors to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high quality Instructor/student communications.

Library Services

The library of the institution has been expanded to include new textbooks, manuals, and software programs, subscription services to journals and periodicals and access to computer libraries by subscription for research, study, and references, as we constantly update free-user sites for the benefit of students. Individual instructors also prepare course specific materials for teaching.

The Library is committed to provide quality services for school's diverse community.

The Librarian and library staff strive to:

1. Encourage and facilitate information competency, critical thinking, intellectual independence, and lifelong learning skills in our students.
2. Provide professionally qualified librarians and a skilled technical staff that support the use of information in learning;
3. Provide a comfortable and safe learning environment for all students.
4. Administer fair and objective service policies;
5. Provide assistance and access to collection and services to persons with special needs;
6. Protect each individual's right to privacy with respect to information required and materials consulted.

International Public Service United believes that in this high-tech era, a physical library is not absolutely necessary. Rather, a virtual library should be an excellent alternative. As such, the institution has established designated computer systems with internet access solely for library search across the country for students. The laboratory currently has five (5) computers that are available during normal school hours. In addition to that, the school has also established a list of resources for all programs to aid the research activities and meet the needs of students, faculty members, and staff. Please consult the school's student services for detailed information.

Hours of Operation

| | |
|------------------|------------------------|
| Monday to Friday | 8:00 a.m. – 10:00 p.m. |
| Saturday | 10:00 a.m. – 4:00 p.m. |
| Sunday | Closed |

Food/Drink/Smoking Policy

Food and drink are not allowed in the library. Spilled food and drink can damage library materials and attract various pests which cause even greater damage (water bottles are allowed). Smoking is not allowed in the school premises.

Online Libraries

The following lists contain online libraries that are recommended to students:

- Appleton Public Library: <http://www.apl.org/index.html>
- IPL (The Internet Public Library): <http://www.ipl.org>
- Office of the Law Revision Counsel: <http://uscode.house.gov/>
- The WWW Virtual Library: <http://vlib.org/>
- National Business Incubation Association: <http://www.nbia.org>
- Questia Library: [http://www.questia.com\(fee\)](http://www.questia.com(fee))
- SCORE: Counselors to America's Small Business: <http://www.score.org>
- English Study Hall: <http://home.gwu.edu/~meloni/eslstudyhall/>
- Knowledgerush.com: <http://www.knowledgerush.com/>
- Bibliomania: The Network Library: <http://www.bibliomania.com/>
- IPL Online Texts Collection: <http://www.ipl.org/div/books/>
- Litrix Reading Room: <http://www.litrix.com/readroom.htm>
- Project Bartleby Archive: <http://www.bartleby.com/>
- Project Gutenberg Archive: <http://www.promo.net/pg/>
- The On-line Books Page: <http://digital.library.upenn.edu/books/lists.html>

Academic Advising

Students are given the opportunity to gain skills in academics, career planning and job placement. Academic advising is available as needed through the department head. In some cases, the student may be referred to the Department of Student Services. These services are provided on a continuing basis, at no additional charge.

Job Placement Services

International Public Service United does not guarantee employment to any student upon graduation. The institution provides all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and interview counseling and advising concerning job search and job interview techniques.

Placement assistance is available to all graduates of the institution. Our Student Services and Placement Director will assist you in your job search, interviewing techniques, salary negotiations, and promotional opportunities in the career being pursued.

Retention of Student Records

Academic and financial records will be kept separately. Academic files include the following forms/documents: Application, enrollment Agreement, Notice of Student Rights, Notice of Cancellation, Grades, Attendance, High School Diploma/Transcript or GED Certificate, Copy of Diploma (if student graduated), Transcript of Records; the Financial File contains the Student Ledger Card or Statements (Record of Charges/Payments), Refund Calculation (if Dropped). These student files will be kept in fire-proof, locked cabinets. Only authorized school personnel will have access to these files. Should a file be removed from the cabinets, a Log-Out Card will be used and the files must be returned at the close of business hours of the day. Records that are electronically saved will be backed up daily and the backup copy will be taken off-site by the Director of Student Services.

International Public Service United is required to maintain student records for a minimum of five (5) years while student transcripts will be maintained permanently and made available during normal business hours and for inspection by officials from the State of California Bureau of Private Postsecondary Education, or the State of California Attorney General's office showing the following:

- The names and addresses, both local and home, of each of its students;
- The courses of study offered by the institution;
- The names and addresses of its instructional staff, together with a record of the educational qualifications of each, and;
- The certificates or diplomas granted, the date of granting, together with the curricula upon which the certificates or diplomas were based.

Transcripts of Records

International Public Service United will supply one official transcript upon graduation. Requests for additional transcripts must be made in writing and signed by the student. There is a \$50.00 charge for each transcript requested. For transcripts mailed outside of the U.S., there is an additional shipping fee of \$50.00. Students requesting release of academic records and transcripts to employers or other groups or agencies must sign an authorization request and follow the procedures outlined in this section.

In addition students are informed that they may file complaints with the Family Educational Rights and Privacy Act Office of the United States Department of Education (FERPA) concerning alleged failures by the school to comply with the Family Rights and Privacy Act of 1974 (the 'Buckley amendment'), as amended, in relation to the procedures and decisions involved with any such matters.

Sexual Harassment Policy

Whether verbal or physical, in person or by telephone, sexual harassment is an act of aggression. It is a violation of federal law under (section 703 of the Civil Rights Act of 1964 and under Title IX Education Amendments of 1972). The institution encourages students and employees to confront sexual harassment, to report incidents and/or to seek advice and assistance. The college has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted.

Student Grievance Procedure

At any time during their course, a student may file a grievance if they feel a situation has not been properly resolved with the instructor. A written appeal must be filed with the director of that department. The director of that department will then rule upon the grievance. If the student is not satisfied, a written appeal may be filed with the Director. The Director is responsible for maintaining the complaint records and informing the student of the resolution. Any remaining unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Mailing address: PO Box 980818, West Sacramento, CA 95798-0818
Phone: (916) 431-6959; Toll Free: (888) 370-7589
Fax Number: (916) 263-1897

FACILITIES & EQUIPMENT

San Bernardino Main Campus

The main campus is located at 730 S. Waterman Ave., Suite C, San Bernardino, CA 92408. The campus is located a few miles from the I-10 and I-215 freeways. The university occupies about 3,500 square feet space in Suites C-36, 37, and 38. It is comprised of several classrooms, a library, computer lab, student lounge, six (6) offices, a reception area, and a faculty lounge. The classrooms are equipped with overhead projectors, teaching aids, instructional materials, and computers.

The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available behind the building.

Office Hours

Business office hours on main campus are Monday through Friday from 8:00 a.m. to 5:00 p.m. Class sessions vary and are described in the course information section that accompanies each program. The institution observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

Class Schedules

International Public Service United operates year round. The non-degree program is scheduled in an open-entry, open-exit system.

CANCELLATION AND REFUND POLICY

You have the right to cancel the 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.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, fax, or e-mail. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. Address is as follows: International Public Service United, Attn: Campus Director, 738 S. Waterman Ave., Suite C, San Bernardino, CA 92408. The written notice of cancellation does not need any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given a Notice of Cancellation form for your use if you decide to cancel, however, you can use any written notice that you may wish. You must notify us of your cancellation by midnight of the seventh day after enrollment to avoid any charges. You do not cancel the contract by just not attending classes.

Additionally, the institution also may reject an applicant for enrollment; and, an applicant accepted by the institution may cancel his or her agreement prior to the scheduled class start or may never attend class (no show). The school may consider a withdrawal after the class start as a cancellation or no show and therefore not consider the applicant as a new start. The college reserves the right to postpone or cancel a scheduled program or course if the registration is insufficient to establish a class.

If the school has given you any equipment, including books or other materials, they are a part of your tuition. Once you pay for the equipment, it is yours to keep without further obligation, unless returned in "as new" condition. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee, books, uniforms and equipment received that has been used.

Withdrawal from Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is through the first class session or the seventh day after enrollment, the school will remit a refund, less a registration fee not to exceed \$75 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for books, uniforms and equipment received. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. You shall be liable for the amount, if any, by which the documented cost for books and equipment exceeds the prorated refund amount. The documented cost of the books and equipment may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the books and equipment received as stated in the contract.

Refunds after Withdrawal from Program

International Public Service United will apply a **pro rata refund policy** for students who withdraw or are terminated from their training before completing 60% of their program. Under the 60% pro rata refund calculation, International Public Service United will retain only the percentage of charges proportional to the period of enrollment completed up to the 60% or less by the student.

After completing more than 60% of the program, International Public Service United will retain 100% of the charges for the enrollment period. The percentage of the period of enrollment completed by the student is calculated by dividing the total number of program hours in the period of enrollment into the number of scheduled hours completed in the period as of the student's last date of attendance.

Refunds are calculated using the following steps:

1. Determine the tuition institutional charges for the period of enrollment.
2. Divide the tuition charges by the total number of hours in the period of enrollment to determine charges per hour.
3. The total institutional charges are calculated by multiplying the total scheduled hours completed as of the student's last date of attendance by the tuition charges per hour, and then adding costs for the registration fee, STRF fee (if applicable), and those administrative charges listed in the School Catalog under the section titled Other Fees, as applicable.

The refund will be any amount in excess of the total institutional charges (calculated in step 3) against the total payment paid to the school. The amount not paid by the student for the total institutional charges is the amount the student owes to the school.

If the amount that you paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the date of determination of your withdrawal/

termination. If the amount that you owe is more than the amount that you have already paid, then you will have to make arrangements to pay the balance.

Refund Examples

1. **Student completed 60% or less of the program:** A student enrolled in a 720 clock hour program, but was terminated after completed 200 clock hours. The student paid \$1,500 as of the withdrawal date (charges listed below):

| | |
|-------------------|------------|
| Tuition: | \$4,200.00 |
| Registration Fee: | 75.00 |
| STRF Fee | 2.00 |

- a. Tuition charges per hour is \$5.83 (\$4,200.00 divided by 720 Clock Hours)
 - b. Total institutional charges equal \$1,243.67 [\$1,166.67 (\$5.83 x 200 Hours) + \$75.00 registration fee + \$2.00 STRF fee]
 - c. Refund amount is \$256.33 (\$1,500 - \$1,243.67)
2. **Student completed more than 60% of the program:** A student enrolled in a 720 clock hour program but was terminated after completing 600 clock hours. The student paid \$3,000 as of the withdrawal date (charges listed below):

| | |
|--------------|------------|
| Tuition | \$4,200.00 |
| Registration | 75.00 |
| STRF Fee | 2.00 |

- a. Tuition charge per hour is \$5.83 (\$4,200.00 divided by 720 Clock Hours)
- b. Total institutional charges equal \$4,277.00 (\$4,200 + \$75.00 registration fee + \$2.00 STRF Fee); total institutional charges must be paid by student because he or she completed more than 60% of the program
- c. Balance owed by student is \$1,277.00 (\$4,200.00 + \$75.00 + \$2.00 - \$3,000.00)

Tuition Payment Methods

Please note that the institution does not participate in federal and state financial aid programs. The school accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing.

Computer Office Management

(CIP: 52.0204)

O*NET: 43-3031.00/43-3021.02/43,9022

Bookkeeping, Accounting, and Auditing Clerks/Billing, Cost, and Rate Clerks/
Word Processor & Typists

<http://www.onetonline.org/find/match/1/43-9061.00?s=OFFICE%20CLERKS>

A Diploma Program

900 Clock Hours

24 Semester Credit Units

Class Schedule: 8 a.m. to 2 p.m., Monday to Friday; 30 Hours a Week
6 p.m. to 10 p.m., Monday to Friday; 20 Hours a Week

Objective

The Computer Office Management program is designed to provide comprehensive, practical, hands-on training in the computer operation field. At the completion of this program, students will demonstrate employable skills in keyboarding, word processing, spreadsheets, database management, accounting, and presentation graphics. Students will review the Microsoft Office program to attain a higher level of proficiency.

Employment Outlook

Bookkeeping, Accounting, and Auditing Clerks/Billing, Cost, and Rate Clerks/Word Processors & Typists

<http://www.onetonline.org/find/match/1/43-9061.00?s=OFFICE%20CLERKS>

PROGRAM OUTLINE

| Course Number | Course/Class Title | Lect/Lab | Number of Clock Hours | Semester Credit Units |
|---------------|--|----------|-----------------------|-----------------------|
| CMP 101 | Introduction to Computers, Windows & Keyboarding | 30/60 | 90 | 2.40 |
| ACC 101 | Principles and Practices of Accounting— Service & Merchandising | 60/60 | 120 | 3.20 |
| ACC 102 | Partnerships and Corporations | 60/60 | 120 | 3.20 |
| CMP 102 | Microsoft Word | 45/45 | 90 | 2.40 |
| CMP 103 | Microsoft Excel | 45/45 | 90 | 2.40 |
| CMP 201 | Microsoft Access | 15/30 | 45 | 1.20 |
| CMP 202 | Microsoft PowerPoint | 15/30 | 45 | 1.20 |
| ACC 103 | Computerized Accounting | 60/60 | 120 | 3.20 |
| BUS 101 | Introduction to Business | 45/15 | 60 | 1.60 |
| CMP 315 | Microsoft Office Specialist Certification Review | 60/60 | 120 | 3.20 |
| TOTALS | | | 900 | 24.00 |

COURSE DESCRIPTIONS—COMPUTER OFFICE MANAGEMENT

CMP 101 **Introduction to Computers, Windows & Keyboarding**
90 Clock Hours, 2.40 Sem. Credit Units; Prerequisite:

None

The student will be able to identify the various parts of the computer, distinguish the different types of operating systems and be able to determine whether a computer system is good for purchase. The student will also learn to type at least 45 words per minute with 95-98% accuracy. They will also learn how to use the operating system (Windows) and the internet.

ACC 101 **Principles and Practices of Accounting—Service & Merchandising**
120 Clock Hours, 3 Sem. Credit Units.20 Sem. Credit Units; Prerequisite: None

Accounting prepares students to obtain job skills in the preparation and completion of generally acceptable accounting practices and procedures (GAAP). Accounting procedures involve journalizing transactions, posting to the general ledger, preparing financial statements, completing adjusting and closing entries, and preparing a post-closing trial balance. Students will be introduced to the basic procedures of Accounting for service-oriented businesses as well as the sale of merchandise. Students will perform practical, hands-on exercises on payroll accounting that includes completing a payroll register, deducting and reporting the taxes withheld, and recording the journal entries.

ACC 102 **Partnership and Corporations**
120 Clock Hours, 3 Sem. Credit Units
Prerequisite: ACC 101

This course deals with transactions, financial statements, and problems peculiar to the operations of partnership and corporations as distinguished from sole proprietorships. Topics include: partnership formation and operations including accounting for the admission of partners, changes in capital, and profit-and loss sharing ratios, the conversion of an unincorporated enterprise into a corporation; accounting for incorporated enterprises, including the preparation of financial statements for internal and external purposes; and sample financial statements of companies in the service, manufacturing and trading industries. Special topics such as Accounting for Notes and Interest, Accounting for Bad Debts, Accounting for Merchandise Inventory, Accounting for Plant Assets and Depreciation, and Accounting for Accruals and Deferrals are included.

CMP 102 **Microsoft Word**
90 Clock Hours, 2.40 Sem. Credit Units
Prerequisite: None

After finishing this module, the student will have the ability of creating a variety of documents using this software. Among these documents are letters, memos, resumes, flyers, newsletters and advertisement, which can be of great benefit in the workplace. Students will also start their job seeking skills by browsing through different job sites and actually applying for these jobs by attaching a cover letter and a resume.

CMP 103 **Microsoft Excel**
90 Clock Hours, 2.40 Sem. Credit Units
Prerequisite: None

At end of Module V the student will be able to demonstrate knowledge of creating various documents using the spreadsheet, such as calendar, charts, graph, and date entry. In addition, formulas used in this program will present critical thinking tasks that can help the student solve problems with numbers, patterns and sequences.

CMP 201 **Microsoft Access**
45 Clock Hours, 1.20 Sem. Credit Units
Prerequisite: None

In Module VI student will be able to demonstrate how to create and maintain a database. The student will have the opportunity to organize information and record collections and reports.

CMP 202 Microsoft PowerPoint

45 Clock Hours, 1.20 Sem. Credit Units

Prerequisite: None

Student will be able to demonstrate competency in the process of presenting any type of information to an audience. This software will assist the student with a visual idea of the facts being delivered. The student will have the ability to enhance the presentation with sounds, graphics and the necessary information.

ACC 103 Computerized Accounting 120 Clock Hours, 3 Sem. Credit Units.20 Sem. Credit Units

Prerequisites: ACC 101, ACC 102

Computer-Aided Accounting will follow Windows standards to open menu, select icons, and commands to perform various tasks. Students will perform practical, hands-on exercises using the accounting software, QuickBooks Pro. Exercises will include planning the accounting systems, periods, charts, aging, forms, reports, and payroll. Students will work extensively on Accounts Receivable, Accounts Payable, Journals, Payroll, and Financial Statements.

BUS 101 Introduction to Business

60 Clock Hours, 1.60 Sem. Credit Units

Prerequisite: None

This course studies the elements, characteristics, and functions of business necessary for a general understanding of the business world. Students will develop a foundation and expand their knowledge of resource possibilities for all of the areas of business such as marketing, management, finance, small business, globalization, social responsibility, and motivation. This course discusses the strategies that allow companies to compete in today's interactive marketplace. Students will also learn skills that they will need to turn ideas into action for their own career success.

CMP 315 Microsoft Office Specialist Certification Review

120 Clock Hours, 3.20 Sem. Credit Units; Prerequisite: All CMP Courses

Students will review the competencies necessary for the Microsoft Office Specialist Certification Exam. Assessment and practice tests as well as practical exercises will be utilized in the classroom.

ADMINISTRATION & STAFF

Steve Kim, B. Arch Chief Executive Officer
Dr. John Phelan..... School Director & Chief Academic Officer
Ed Meyer, JD Chief Operating Officer
Hunter Meyer Student Services/Placement Coordinator

The Faculty

Faculty members are selected on the basis of professional experience, expertise in teaching theoretical and applied subjects, research and case study supervision capabilities, involvement in community and professional affairs, and leadership and role model capabilities essential to student advancement and professional growth.

Kavoos Farnoosh, Master's Degree in Management Information Systems, Master's Degree in Computer Science, Bachelor of Science in Applied Mathematics—In depth teaching skills using Microsoft Office Specialist Applications, Mathematics, Computer Repair, and Computer Programming. Has experience in accounting using QuickBooks and various accounting applications.

Frankie K. Lam, B.S., Bachelor of Science in Information Systems from the University of California, Riverside, California—Extraordinary educational achievement and more than a decade of professional experience in computer science applications.

STUDENT TUITION RECOVERY FUND

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

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency 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.
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."

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

2014 HOLIDAY SCHEDULE

| | |
|---------------------------|--------------------------------------|
| Martin Luther King Day | School Closed |
| Presidents Day | School Closed |
| Good Friday | School Closed |
| Memorial Day | School Closed |
| Independence Day | School Closed |
| Labor Day | School Closed |
| Thanksgiving Day | School Closed |
| Friday after Thanksgiving | School Closed |
| Winter Break | December 22, 2014 to January 2, 2015 |
| Christmas Eve | School Closed |
| New Year's Eve | School Closed |
| New Year's Day | School Closed |

Note: Classes will resume on January 5, 2015.

Other Holidays or days of school closure may occur at the discretion of the School Administration/Faculty.

Calendar or Schedule of Classes

International Public Service United operates on an open-entry, open-exit system. Classes are scheduled by modules and students may be able to start a module on any given day during the week. Students will be advised when the next module starts.

Hours of Operation

General school hours are 8:00 a.m. to 5:00 p.m. daily, Monday through Friday. Classes are scheduled in the morning, afternoon and evening. Evening classes are from 5:30 to 9:30 p.m. Saturday sessions, when scheduled, are conducted from 9 a.m. to 1 p.m. Check with the Administration, individual instructors and/or registrar for course schedule changes. Course schedules and instructors are subject to change.

SCHEDULE OF CHARGES

Non-Degree Program

| PROGRAM OF STUDY | Registration Non-Refundable | Tuition Fee | STRF FEE Non-Refundable | Books | Total Cost |
|-----------------------------------|--|--------------------|------------------------------------|-----------------|-------------------|
| Computer Office Management | \$75.00 | \$4,500.00 | \$2.50 | \$350.00 | \$4,947.50 |

The following fees and charges are costs that students may incur beyond the basic tuition cost for specific programs. Fees are charged when services are rendered.

| | |
|--|----------|
| International Transcripts Evaluation Fee | \$150.00 |
| Late Registration Fee | \$25.00 |
| Additional Transcript Fee | \$50.00 |
| Change of Program Fee | \$50.00 |
| Course Extension Fee (4 Week Extension) | \$50.00 |
| Returned Check Fee | \$30.00 |

International Public Service United does not offer state or federal financial aid programs at this time.

If student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The School's Honor Code

- ❖ I will not Lie, Cheat, Steal, nor Tolerate those who do;
- ❖ I will Respect the Rights and Privacy of Others;
- ❖ I will zealously guard my Personal and Professional Integrity and Reputation and that of my College;
- ❖ I will accept Personal Responsibility for all my actions;
- ❖ I will Remain Drug Free Except under Medical Supervision;
- ❖ I will obey all Rules, Regulations, and Laws of my College, the City and County of Los Angeles, the State of California, and the United States of America.