

ATI COLLEGE

CATALOG

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Approval Disclosure Statement

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

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

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

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

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

Approved programs are:

CIP	COURSE NAME	SEMESTER CREDITS	INSTRUCTIONAL MONTHS	CLOCK HOURS	OUTSIDE WORK CLOCK HOURS	AWARD	TYPE
51.0901	Echocardiography	82.0	18 or 27	2170	542.5	Certificate	Semester
51.0910	Ultrasound Technology	81.5	18 or 27	2140	535	Certificate	Semester
51.3501	Massage Therapy	28.5	10	800	200	Certificate	Semester

Administration Business Hours

Administration office hours are as follow:

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

Admission Policy & Requirement

The school is accepting applicants for admissions as regular student if following criteria has been met:

- Individuals with a high school diploma, GED, or college degree are eligible to apply. Each applicant must take an entrance (Wonderlic's basic skills test) exam to enter the program of study at this college. Passing score for the Wonderlic's basic skills tests are as follows: Quantitative score or 210 or greater & Verbal score of 200 or higher.

Admission Procedures

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

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

International Admissions Policy

ATI College is authorized under federal law to admit non-immigrant alien students. Visa services are not provided. All international applicants to ATI College must meet the same admissions standards as all other students. Additionally, those international students demonstrating competence in the English language by one of the following standards, may not be required to take the English as a Secondary Language (ESL) program at this institution: 1) graduation from a secondary or a postsecondary institution whose primary language of instruction was English, 2) proof of successful completion of a minimum of six months (two quarters) of postsecondary coursework at an accredited institution in which English was the language of instruction. All instructions at ATI College will be conducted in English.

Class Schedules & Start Dates 2018-2019

FULL-TIME SCHEDULE	PART-TIME SCHEDULE
8:30AM-3PM	5:30PM-10:30PM
M-F	M-TH
01/16/2018	
02/26/2018	
04/09/2018	
05/21/2018	01/16/2018
07/02/2018	03/19/2018
08/13/2018	05/21/2018
09/24/2018	07/23/2018
11/05/2018	09/24/2018
12/17/2018	11/26/2018
01/28/2019	01/28/2019
03/11/2019	04/01/2019
04/22/2019	06/03/2019
06/03/2019	

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

Calendar/Holidays

Closure of campuses on following holidays:

- ❖ New Year's Eve & Day (Dec/Jan)
- ❖ Birthday of Martin Luther King, Jr. (Jan)
- ❖ President's Day (Feb)
- ❖ Memorial Day (May)
- ❖ Independence Day (July)
- ❖ Labor Day (Sept)
- ❖ Veterans Day (Nov)
- ❖ Thanksgiving Day & Friday after Thanksgiving (Nov)
- ❖ Christmas Eve & Day (Dec)

Grievance Procedure

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor; the student is to make his/her grievance known to the Institution's Director or in his/her absence to the Administrative Assistant, at 12440 Firestone Boulevard Suite 2001, Norwalk, CA 90650 (Tel. 562-864-0506). It is strongly recommended that all grievances be presented in writing. Student Services Department will also accept oral grievances. However, if the issue still is unresolved, a student or any member of the public may file a complaint with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5339.

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

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

Website: www.accsc.org

Telephone: (703) 247-4212

A copy of the Commission's complaint form is available at the school and may be obtained by contacting the admissions department at (562)864-0506.

Disclosure and Retention of Student Records (FERPA)

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

Notification of Rights under FERPA for Postsecondary Institutions

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

1. The right to inspect and review the student's education records within 45 days after the day ATI College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by ATI College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of ATI College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities ATI College.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ATI College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC
20202

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

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

student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Facilities

The ATI main campus is located at 12440 Firestone Blvd. Suite 2001, Norwalk, California. Conveniently located near the I-5, Norwalk campus has easy access to public transportation with the facility equipped with laboratories, general-purpose classrooms, student lounges and administrative offices all which are well lighted and air-conditioned. Computer laboratories are equipped with Pentium IV PCs for instructors, seating for up to 20 students in a lecture type setting with each student station equipped with Pentium IV computer units with internet access. Approximated total square footage of Norwalk facility is 12,000. Imaging laboratories are equipped with medical supplies to support the student learning experiences. Each laboratory at ATI is equipped with 2-D, 3-D, & 4-D ultrasound systems each equipped with printers and recording devices. The school library/resource center is equipped with current collection of manuals, reference books and periodicals designed to support all course offerings. In addition, the library is equipped with multiple computer stations for private training, tutoring, and researching. The library offers computer services to all students, staff, and faculty of the college. Library hours are Monday through Friday, 8 a.m. – 10:00 p.m. Library is closed on weekends and holidays.

ATI College Los Angeles Satellite campus is located at 3460 Wilshire Boulevard, Suite 550 in Los Angeles. Approximated square footage of Satellite campus is 4000 which houses general office and classroom/laboratory to better accommodate students from Los Angeles County. Facility is conveniently located near the freeways and public transportation system and is equipped with ample parking spaces for students and visitors. All rooms are well lighted and air-conditioned. Imaging laboratories are equipped with medical supplies to support the student learning experiences. Laboratory at this location are equipped with 2-D & 3-D ultrasound systems along with printers and recording devices. Office hour for the Satellite campus is 9 am to 6 pm, Monday to Friday. Campus is closed on weekends and holidays.

Housing

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

Handicapped (Wheelchair Access)

College campus is accessible to all people, including those with disabilities.

Health and Physical Considerations

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

History and Development

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

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

In June 2013, ATI branch campus was consolidated with the main school at 12440 Firestone Boulevard Suite 2001 in city of Norwalk. In addition, in October 2013, the ownership of ATI College was changed to Southern California University, School of Oriental Medicine and Acupuncture of Los Angeles, California.

In July 2015, ATI College Los Angeles Satellite Location began its operation in downtown Los Angeles at 3460 Wilshire Boulevard.

In December 2017, ownership of ATI College was changed to Dr. Katherine Cho and the College continues to offer career-focused vocational programs to adult learners in Los Angeles and Orange Counties.

Mission & Objectives

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

Orientation Class

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

Statement of Non-Discrimination

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

Drug Abuse Prevention Program

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

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

Career Advising

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

Disclaimer of Employment Guarantee

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

Student Services

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

Attendance and Make-Up Policies

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

Course & Midterms/Final Exam Make-Up

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

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

Course & Midterms/Final Exam Make-Up Procedure

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

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

Academic Probation Policy

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

Dismissal Policy

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

Class & Practice Hours - Credit Procedure

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

Credit Evaluation & Transfer

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

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

I. The Process for Evaluation of Transfer Credit

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

II. The Process for Establishing Equivalency of Transfer Credit

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

III. Administrative Position Responsible for Transfer Evaluation

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at ATI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn in the program of study is also at the complete discretion of the institution to which you may seek to transfer. If the completion certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ATI College to determine if your completion certificate will transfer.

Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

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

Graduation Awards

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (70%) or better, student receives a program completion certificate which confirms completion of appropriate program of study. The school assists the students in completing the necessary documents to file for the appropriate credential examination.

Students of Vocational English will be issued Certificate of Completion upon successful completion of the course.

Leave Of Absence

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the student service personnel. Written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days but less than 180 days. Students will not be assessed additional tuition charges while on Leave of Absence. Students returning from LOA will not retain credit for clock hours and work projects finished in that specific module/course within the LOA duration. Students who fail to return from a LOA will be considered dismissed as of the last day of attendance.

Clock Hour to Credit Hour Conversion Formula

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

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

Definition of Clock Hours

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

Satisfactory Academic Progress (SAP)

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

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

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

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

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

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

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

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

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

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

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

Voter Registration

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

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

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

Disclosure Statement per CMTC

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Courses of Study

Institution ID:	03740400
Program Name:	Echocardiography
Program Length in Months:	18 (F/T) 27 (P/T)
Clock Hours:	2170
Semester Credit:	82
Outside Work Clock Hours:	542.5
Program CIP:	51.0901
Program Level:	01: Certificate
Related Occupation:	29-1126.00: Respiratory Therapists 29-2033.00: Nuclear Medicine Technologists 29-2034.01: Radiologic Technologists 29-2034.02: Radiologic Technicians 29-2052.00: Pharmacy Technicians 31-9091.00: Dental Assistants 31-9092.00: Medical Assistants
Total tuition and fees for entire program:	\$30325.00
Total of books and supplies for the entire program:	\$915.00
Registration:	\$75.00
Total room and board charges for living on campus:	N/A
No housing on campus:	0
School website:	http://www.ati.edu

Program description & objectives:

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

- Medical Terminology, Anatomy, and Physiology (180 clock hrs/8.5 semester credits): This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, and the fundamental knowledge to succeed in the General ultrasound and Echocardiography technology programs.
- Vascular Technology: Module 1 (180 clock hrs/7.5 semester credits), will prepare students with an introduction to vascular technology and sonography. Students will be introduced to Lab and lectures of vascular system. Sonographic and physiologic testing for Upper and lower extremities arteries, including normal vs. pathological conditions. (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Vascular Technology: Module 2 (180 clock hrs/7.5 semester credits): In this module students will be introduced to Lab and lectures of venous systems, Sonographic and physiologic testing for upper and lower extremity venous systems, and Abdominopelvic vascular systems, including normal vs. pathological conditions. . (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Sound Physics & Instrumentation: Module 1 (180 clock hrs/7.5 semester credits): In this module students are introduced to lectures and Lab studies related to the basics of the sound waves physics, their interaction of human tissues, image formations and ultrasonography transducers. (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Sound Physics & Instrumentation: Module 2 (180 clock hrs/7.5 semester credits): include Lab and lectures for understanding of the sonography instrumentations and image display, Doppler applications, color flow, 3D and 4D scanning instrumentation and patients safety (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Echocardiography 1A & B (360 clock hrs/15 semester credits): These modules prepare students with an introduction to

cardiac sonography. Cardiac anatomy, hemodynamics, special analysis, obtaining echocardiographic imaging, measurements, and pathological conditions are discussed. These pathological conditions are Coronary Artery Disease, Complications of MI, and Pericardial Diseases. Module will further cover learning how to do ATI College Catalog 2015-2016 Page 15 of 43 ultrasound of the vascular system including carotid arteries, arterial ultrasound of the extremities and venous studies of the lower extremities. The students will be taught how to do Doppler ultrasound including color flow imaging and analysis, and how to evaluate waveforms (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).

- Echocardiography 2A & B (360 clock hrs/15 semester credits): This module prepares the students to understand the advanced level of study of the echocardiography. This module prepares the student to recognize and interpret the conditions and symptoms of the cardiac Valvular diseases and their hemodynamics. As well as the Congenital Heart Diseases and their presentations (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Clinical Externship (550 clock hrs/13.5 semester credits): Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, externship is part of program (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology, Vascular 1&2, Physics and Instrumentation1&2, Echocardiography 1A&B, Echocardiography 2A&B modules).

REQUIRED TEXTBOOK	AUTHOR
Medical Terminology for Health Professions	Ehrlich/Schroeder
Sonography, Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin
Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin
Ultrasound Scanning Principles and Protocols	Betty Bates Tempkin
Understanding Ultrasound Physics	Sidney K. Edelman
Introduction to Vascular Ultrasonography	Ann Marie Kupinski
Clinical Echocardiography	Catherine Otto
Echocardiographer's Pocket Reference	Terry Reynolds

Admission Requirement:

Persons with high school diploma or GED or college degree are eligible to apply.

Institution ID:	03740400
Program Name:	Ultrasound Technology
Program Length in Months:	18 (F/T) 27 (P/T)
Clock Hours:	2140
Semester Credit:	81.5
Outside Work Clock Hours:	535
Program CIP:	51.0910
Program Level:	01: Certificate
Related Occupation:	29-2031.00: Cardiovascular technologists and technicians 29-2012.00: Clinical laboratory technologists and technicians 29-2033.00: Nuclear medicine technologists 29-2034.00: Radiologic technologists and technicians
Total tuition and fees for entire program:	\$28825.00
Total of books and supplies for the entire program:	\$940.00
Registration:	\$75.00
Total room and board charges for living on campus:	N/A
No housing on campus:	0
School website:	http://www.ati.edu

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

- **Medical Terminology, Anatomy, and Physiology (180 clock hrs/8.5 semester credits):** This module is designed to provide students with the basic fundamental knowledge of human anatomy and medical terminology including body organization, cell tissue membranes, special senses, endocrine, musculoskeletal, nervous, cardiovascular, urinary, reproductive and related pathology. Students will gain knowledge of cross-sectional views of the human body, and the fundamental knowledge to succeed in the General ultrasound and Echocardiography technology programs.
- **Vascular Technology: Module 1 (180 clock hrs/7.5 semester credits),** will prepare students with an introduction to vascular technology and sonography. Students will be introduced to Lab and lectures of vascular system. Sonographic and physiologic testing for Upper and lower extremities arteries, including normal vs. pathological conditions. (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Vascular Technology: Module 2 (180 clock hrs/7.5 semester credits):** In this module students will be introduced to Lab and lectures of venous systems, Sonographic and physiologic testing for upper and lower extremity venous systems, and Abdominopelvic vascular systems, including normal vs. pathological conditions. . (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Sound Physics & Instrumentation: Module 1 (180 clock hrs/7.5 semester credits):** In this module students are introduced to lectures and Lab studies related to the basics of the sound waves physics, their interaction of human tissues, image formations and ultrasonography transducers. (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Sound Physics & Instrumentation: Module 2 (180 clock hrs/7.5 semester credits):** include Lab and lectures for understanding of the sonography instrumentations and image display, Doppler applications, color flow, 3D and 4D scanning instrumentation and patients safety (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- **Abdomen and small parts sonography: Module 1 (180 clock hrs/7.5 semester credits):** is designed to provide students with Lab and lectures of the basic abdominal organs anatomy and functions as it relates to clinical and sonographic presentations of normal and pathologic conditions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).

- Abdomen and small parts sonography: Module 2 (180 clock hrs/7.5 semester credits): is designed to provide students with Lab and lectures of the basic small parts anatomy and functions as it relates to clinical and sonographic presentations of normal and pathologic conditions (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module)
- Obstetrics and Gynecology sonography: Module 1 (180 clock hrs/7.5 semester credits): This module provides Lab and lecture studies for the basic knowledge and skills to perform first, second and third trimester studies; recognize normal vs. abnormal conditions, maternal complications, and fetal assessment. Special gynecological procedures are also discussed in this course (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Obstetrics and Gynecology sonography: Module 2 (180 clock hrs/7.5 semester credits): This module provides Lab and lectures for the basic knowledge that will help distinguish the normal and common variant anatomy vs. common pathologic conditions. (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology module).
- Clinical Externship (520 clock hrs/13 semester credits): Students participate in a clinical externship where they will gain hands on training. Students are required to be available days and evenings, the externship is part of the students program (Prerequisite: satisfactory completion of Terminology, Anatomy, and Physiology, Abdomen 1&2, OB/GYN 1&2, Vascular 1&2, Physics and Instrumentation1&2 modules).

REQUIRED TEXTBOOK	AUTHOR
Medical Terminology for Health Professions	Ehrlich/Schroeder
Sonography, Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin
Workbook and Lab Manual for Sonography: Introduction to Normal Structure and Function	Reva Curry/Betty Bates Tempkin
Ultrasound Scanning Principles and Protocols	Betty Bates Tempkin
Understanding Ultrasound Physics	Sidney K. Edelman
Obstetrics and Gynecology	Susan Raatz Stephenson
Abdomen and Superficial Structures	Diane M. Kawamura & Bridgett M. Lunsford
Introduction to Vascular Ultrasonography	Ann Marie Kupinski

Admission Requirement:

Persons with high school diploma or GED or college degree are eligible to apply.

Institution ID:	03740400
Program Name:	Massage Therapy
Program Length in Months:	10
Clock Hours:	800
Semester Credit:	28.5
Outside Work Clock Hours:	200
Program CIP:	51.3501
Program Level:	Certificate
Related Occupation:	12.0409 – Esthetician 51.3502 – Asian Bodywork Therapy 51.3503 – Somatic Bodyworks
Total tuition and fees for entire program:	\$11000.00
Total of books and supplies for the entire program:	\$246.00
Registration:	\$75.00
Total room and board charges for living on campus:	N/A
No housing on campus:	0
School website:	http://www.ati.edu

Program description & objectives: Massage Therapy program prepares students for entry-level massage therapist positions to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. Program includes instructions in anatomy & physiology, pathology, business marketing, ethical practice, Thai massage, Shiatsu massage, deep tissue massage, therapeutic massage, sports massage, and foot reflexology among many other techniques widely used by massage therapists.

- Anatomy & Physiology I (80 Clock hrs, 3.5 Sem. Credit Hrs.) - Anatomy refers to the structure of the body, especially bones and muscles. Physiology refers to the workings of the body's "systems" - such as the Digestive System, the Immune System, etc. Massage therapists use their in-depth knowledge of the body's anatomy and physiology to develop session strategies for their clients that are both safe and effective. At ATI College instructors use a wide variety of methods to make the study of anatomy and physiology accessible and relevant to the practice of massage therapy. Anatomy & Physiology are divided in to three levels of learning. From fundamental anatomy & physiology to advanced level of training in the subjects of Anatomy & Physiology, at ATI College students are taught in three levels of learning.
- Anatomy & Physiology II (80 Clock hrs, 3.5 Sem. Credit Hrs.) - This course is a continuation from Anatomy & Physiology I.
- Pathology (80 Clock hrs, 3.5 Sem. Credit Hrs.) - Pathology is the study of the nature and causes of disease. Since the number of pathologies we humans may encounter is practically limitless, at ATI we focus on pathologies that massage therapists will encounter. Thus we can judge whether our work is appropriate for the client.
- Myology & Kinesiology (80 Clock hrs, 3.5 Sem. Credit Hrs.) – Myology is the study of the muscular system, including the study of the structure, function, and diseases of muscle. In this course, students will study the introductory level of mycology in use to provide massage therapy. Kinesiology is a scientific study of human body movement which is significant for the massage therapists to understand in order to provide efficient therapy to clients.
- Hygiene, First Aid, CPR, Ethical Practice (60 Clock hrs, 2 Sem. Credit Hrs.) – In this course the students will learn how to recognize and respond to breathing and cardiac emergencies. The student will also learn how to respond to non-breathing, or cardiac emergencies caused by injury sudden illness. Upon successful completion of this course students will receive CPR and First Aid certification. Students will also be introduced to personal health, hygiene, appearance, maintaining sanitary conditions, safety practices and procedures.
- Fundamentals of Western & Eastern Massage (60 Clock hrs, 2 Sem. Credit Hrs.) – In this course the students will be introduced to different types of Western and Eastern massages and techniques. Student will also learn to determine the differences between the two very unique techniques throughout the course and be able to apply appropriate techniques for the clients based on their needs.
- Therapeutic Thai & Shiatsu Massage (60 Clock hrs, 2 Sem. Credit Hrs.) - Thai massage is often described as having someone "perform yoga" on you. Indeed, both Thai massage and yoga go back to ancient times, having their origins in India. The work itself includes:
 - General, rhythmic pressure on the body
 - Followed by thumb pressure along specific lines
 - Stretches

- The basis of Thai massage lies in the theory of energy lines running throughout the body—in a way similar to Traditional Chinese Medicine. The effective flow of energy along these lines is seen as a major contributor to health.

Shiatsu is a form of acupressure massage, developed in Japan. The word "shiatsu" in Japanese in fact means "finger pressure." Much of the theoretical foundation for this work originates within Traditional Chinese Medicine, especially the concept of energy pathways in the body called meridians. Shiatsu massage is typically performed on the floor mat, and can also be adapted to the table or chair. The recipient removes their shoes, but remains fully clothed; no oils or lotions are used. The work includes a combination of muscle compression & softening, joint mobilization & stretching, and stimulation of acupressure points, leaving the client relaxed, calm and energized.

- Deep Tissue Massage (60 Clock hrs, 2 Sem. Credit Hrs.) - Deep Tissue is a style of bodywork that focuses on working with the layers of the body in a way that helps these layers to relax, lengthen, and release holding patterns. However, a common mistaken notion about deep tissue is that the therapist has to be a large person and exert an enormous amount of pressure. If this were true, many massage therapists would be out of business fast. At ATI, our students learn to use their elbows and forearms to obtain deep results - and not wear out their fingers and thumbs. We also show how to achieve the results of deep tissue work by changing the angle of your touch to the body, where you place your body when you work, and how you can detect the particular layer of tissue you want to address.
- Sports Massage (60 Clock hrs, 2 Sem. Credit Hrs.) - People everywhere are engaged in pushing their physical limits in activities such as running, cycling, hiking, swimming, dancing, tennis, strength training and aerobics. Every one of them can benefit from massage, and especially from what is called sports massage. Sports Massage can be defined as the application of a variety of massage techniques and stretching exercises to enhance athletic performance. And whether you are a professional athlete, or you engage in these activities just for fun, you want to improve your performance. Many trainers believe that sports massage can give their athletes an extra edge in competition, and we have seen massage administered to sports participants locally, nationally, and internationally, in competitions of all kinds, including the Olympics. Students study sports-specific techniques for:
 - Pre-event massage,
 - Post-event massage,
 - and maintenance massage.
- Externship (180 Clock hrs, 4.5 Sem. Credit Hrs.) – The student is required to complete a total of 180 hours. The externship opportunity plays a vital role in the success of a massage student. When students are given the opportunity to perform massage at an off-site facility, they are more likely to acquire employment. Through the externship experience, they have the opportunity to perform the techniques that were practiced in student clinic, in an actual working facility. This gives them real life experience, preparing them for a successful career.

REQUIRED TEXTBOOK

Mosby's Essential Sciences for Therapeutic Massage – Anatomy, Physiology, Biomechanics, and Pathology
 Know the Body – Book
 Know the Body – Work Book
 Mosby's Pathology for Massage Therapists
 Massage Therapy: Principles and Practice
 Mosby's Fundamentals of Therapeutic Massage

Admission Requirement:

Persons with high school diploma or GED or college degree are eligible to apply.

Institution ID:	03740400
Course Name:	Vocational English
Length in Weeks:	40
Clock Hours:	740
Semester Credit:	32.5
Study Level:	Certificate of Completion
Total tuition and fees:	\$6000.00
Total of books and supplies:	\$200.00
Registration:	\$75.00
Total room and board charges for living on campus:	N/A
No. housing on campus:	0
School website:	http://www.ati.edu

Content and Approach

Vocation English courses are front-loaded studies in which the student completes courses prior to the career-oriented vocational courses at this College. Vocational English courses focus on the development of the communication and job search skills necessary for employment in the health care field in the United States. Topics include health professions in the United States, career pathways, communication with patients and co-workers, health care systems, current critical health issues, and intercultural communication skills.

Participant will practice the skills of speaking, listening, reading, and writing. We will use activities based on day-to-day health care situations, readings related to health care and cases studies from different health professions. The communicative approach of the courses is based on individual pair, and group task and projects. Each class session will include problem-solving and critical thinking activities in which you will work both individually and collaborate with classmates.

Goals

Vocational English is a 40-week study made up of several courses in English for health professionals. Participant will make progress toward the overall goal of Vocational English. At the end of 40-week study, participant will have improved communications skills in English based on ones increased ability to

- Use strategies and skills for pursuing career goals in health care and making informed career choices.
- Communicate effectively and appropriately with patients and families in health care settings.
- Communicate effectively and appropriate with other health care professional in health care settings.
- Understand systems, requirements, and issues in health care in the United States and California.
- Understand how cross-culture beliefs, traditions, and behaviors impact everyday communication in health care.
- Use strategies and skills for exploring your own ongoing professional development beyond the current course.

Admissions Process

- Inquiring applicant is scheduled to visit the school.
- Inquiring applicant must have a personal interview with an admission representative. During the interview, applicant is asked to provide TOEFL or TOEIC score earned in the last 12-months. Evaluating the effectiveness of the school's course offerings and the impact of student workforce readiness, the test is given at the beginning and end of each course, the increase in test scores can show how much the course improved students' language skills.
- While visiting the school, applicant receives a tour of the campus, completes an application & admissions representative explains the steps for enrollment requirements and receives an overview of the courses.
- Upon making formal application to school and meeting all of the document requirements, applicant will meet with financial officer to determine financial aide eligibility.
- Applicant attends student orientation prior to first day of class.

Assessment of Progress

Participant will work together with the instructor to evaluate his/her professional based on in-class and out-of class activities. We will use a variety of assessments methods including rubrics for ongoing self assessments and assessments by the instructor. Participant will be able to review these rubrics periodically to see your progress over time. At the end of the course, student will hand in his/her portfolio to assess achievements for the first course and to set goals for the second course of the

Vocational English study. At the end of the 40-week study, student will attempt TOEFL or TOEIC test in order to measure one's test score against stated exit goal.

Overview

The Vocational English curriculum consists 740 clock hours of organized according to five major modules/courses:

- **Module 1** - Exploring Career Goals in Health Care
- **Module 2** - Communicating with Patients and Families
- **Module 3** - Communicating with other Health Professionals
- **Module 4** - Exploring Critical Issues in Health Care
- **Module 5** - Intercultural Communication in Health Care

The curriculum design is unique in that the modules and units can be linked to each other or used independently for courses and workshops of different lengths in a variety of contexts.

Objective

Vocational English courses are not vocational in nature and do not lead to initial employment; courses are not prerequisite or provides credit toward any vocational programs offered within the school; upon completion of the study, student will earn a Completion Certificate.

Overall Goal

To provide non-native-speaking health care workers with the English skills needed to communicate and function effectively in the workplace and to help them achieve their professional goals in the U.S.

Target Audience

1. Immigrants seeking to enter allied health program,
2. Foreign-trained health care professionals seeking to enter allied health program,
3. Incumbent health care workers with limited English proficiency seeking to enter allied health program.

Curriculum Approach

Learner-centered, content-based courses with interactive, problem-solving tasks based on everyday communication in health-care settings and current health care issues.

MODULE 1 - Exploring Career Goals in Health Care (148 clock hours)

WEEK 1	UNIT 1: Health Care Professionals and Career Paths
WEEK 2	UNIT 2: Requirements for Entry in Health Field
WEEK 3	UNIT 3: Job Search Skills
WEEK 4	UNIT 4: Job Application Process
WEEK 5	UNIT 5: Job Interview Skills
WEEK 6	UNIT 6: Professional Behavior and Workplace Expectations
WEEK 7	UNIT 7: Work & Safety Issues for Health Professionals
WEEK 8	UNIT 8: Professional Development in Health Care

MODULE 2 - Communicating with Patients and Families (148 clock hours)

WEEK 1	UNIT 1: Patient-Health Professional Relationship
WEEK 2	UNIT 2: Gathering Patient Information
WEEK 3	UNIT 3: The Patient-Centered Interview
WEEK 4	UNIT 4: Examining and Monitoring Patients
WEEK 5	UNIT 5: Developing a Treatment Plan
WEEK 6	UNIT 6: Medical Charting and Reporting
WEEK 7	UNIT 7: Patients with Special Needs
WEEK 8	UNIT 8: Handling Challenging Situations with Patients

MODULE 3 - Communicating With Other Health Professionals (148 clock hours)

WEEK 1	UNIT 1: Interaction among Health Professionals
WEEK 2	UNIT 2: Using Medical Terminology Appropriately
WEEK 3	UNIT 3: Assertive Communication with Co-Workers
WEEK 4	UNIT 4: Professional and Social Communication
WEEK 5	UNIT 5: Working Effectively on a Team
WEEK 6	UNIT 6: Supervising Health Professionals
WEEK 7	UNIT 7: Telephone and Electronic Communication
WEEK 8	UNIT 8: Handling Challenging Situations with Co-Workers

MODULE 4 - Exploring Critical Issues in Health Care (148 clock hours)

WEEK 1	UNIT 1: Understanding Health Care Systems
WEEK 2	UNIT 2: Understanding Health Care Cultures and Sub-Cultures
WEEK 3	UNIT 3: Critical Health Issues in the U.S.
WEEK 4	UNIT 4: Healthy Lifestyles and Behaviors
WEEK 5	UNIT 5: Alternative Health Perspectives
WEEK 6	UNIT 6: Health Care for an Aging Population
WEEK 7	UNIT 7: Legal & Ethical Issues in Health Care
WEEK 8	UNIT 8: Future Directions for Health and Health Professionals

MODULE 5 - Intercultural Communication in Health Care (148 clock hours)

WEEK 1	UNIT 1: Culture and Communication in Health Care
WEEK 2	UNIT 2: Beliefs and Traditions about Health and Illness
WEEK 3	UNIT 3: Cultural Diversity in Health Care
WEEK 4	UNIT 4: Serving Multicultural Patients
WEEK 5	UNIT 5: Working with Multicultural Health Professionals
WEEK 6	UNIT 6: Ethnic and Racial Disparities in Health Care
WEEK 7	UNIT 7: Analyzing the Needs of Diverse Communities
WEEK 8	UNIT 8: Serving Underserved Communities

Tuition and Fees Policies

Programs	Clock Hours (Sem. Credit)	Outside Work Clock Hours	Tuition	Registration (US)	Registration (Foreign)	Registration* (Vet)	Materials
Echocardiography	2170 (82)	542.5	\$30325.00	\$75	\$150	\$10	\$915
Ultrasound Technology	2140 (81.5)	535	\$28825.00	\$75	\$150	\$10	\$940
Massage Therapy	800 (28.5)	200	\$11000.00	\$75	\$150	\$10	\$246
Vocational English (Courses)	740 (32.5)	n/a	\$6000.00	\$75	\$150	\$10	\$200

Course materials are not included in the tuition. Student will need to purchase notebooks, pens, pencils, etc. separately. Purchased books and other supportive materials are non-refundable/non-returnable. Tuition and fees do not include testing costs for certifications, licensures, and/or credential examinations. Above tuition rates are applicable to students enrolled on or after January 1, 2008. *Registration fees for students receiving U.S. Veterans benefits are \$10.00.

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

Re-Entry Policy

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

Method of Payment

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

Institutional Refund Policy and Procedures upon withdrawing from school**Withdrawing from school – Policies & Procedures:****Definitions:**

- **Withdrawal date:** Last physical date of attendance recorded in the institutional records. Return of Title IV Funds and Institutional Refund policy will use this date in their calculations as the end date of the payment period or enrollment period
- **Determination of withdrawal date:** Per Federal Regulations the school will determine within 14 days of student's absence, if the student would be returning to school or not. This will be the date of the institutional determination of withdrawal from school.

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

- **Determination of withdrawal from school:**

Institutions will determine that a student is no longer enrolled on the earliest of:

1. The date the student notifies the school in writing of his/her intent to withdraw from school.
2. The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
3. The date the student failed to attend classes for a two-week period and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded **or** (If attendance is not required) the last date when the student participated in an academically related activity or midpoint of the term, payment period or enrollment period.
4. For California Schools: If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
5. The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

- **Withdrawal Calculations:**

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

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

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

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

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

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

NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

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

2. Post Withdrawal Disbursement:

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion. Once this calculation is finalized, the institution will then perform a **second and different calculation** using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

The Institutional Cancellation & Refund Policies

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

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee.

Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

Academic Transcripts

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

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

School Rules and Regulations

✓ **Professional Conduct of Student:**

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

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

✓ **Disciplinary Policy**

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

✓ **Professional Dress Standards:**

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

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

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

✓ **Student Information Updates:**

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

✓ **Special Instructional Assistance:**

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

✓ **Guidance:**

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

✓ **Reinstatement Policy:**

Terminated, dismissed or individuals out for personal reasons may be reinstated with an approval from the school director. After student has remained outside of school for at least six (6) months and has taken steps to meeting the SAP requirements in academic, personal, and any other critical situations, student may file *Reinstatement Request* for review. Conditions are determined and reviewed on individual basis. Please submit request in person or via fax to admissions department at 12440 Firestone Boulevard Suite 2001, Norwalk, CA 90650. Once reinstated, student's financial aid may be re-instated when and if student satisfies the school SAP requirements.

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

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

Other Fees and Charges

Description	Fees & Charges
Academic Transcript (official copy)	\$10
Completion Certificate Duplicate Copy Fee	\$10
Dishonored Check Charge (Charged to your account if your bank cannot honor any check you write to ATI COLLEGE)	\$30
Disputed Credit Card Fee	\$20
I-901 Fee (for F1/M1 international students only)	\$200
International Student Registration Service Fee (non-refundable)	\$150
Professional Liability Insurance for Student	\$35/YR
Registration or Re-registration Fee (non-refundable; pay when you apply or reapply to ATI COLLEGE)	\$75
Student Identification Card (ID)	\$20
Parking Pass Replacement Fee	\$25
Domestic Express Mail (Form I-20, Government Forms, Agency Forms)	\$90
International Express Mail (Form I-20, Government Forms, Agency Forms)	TBA
Re-issue of Form I-20 Processing Fee	\$100
Airport Pickup Service	\$200
Housing Service	\$250
Document Fee (form verification, form completion)	\$100
Academic and/or Financial Aid File Copy (entire file)	\$10/file
Fees last modified on 06/01/2016	

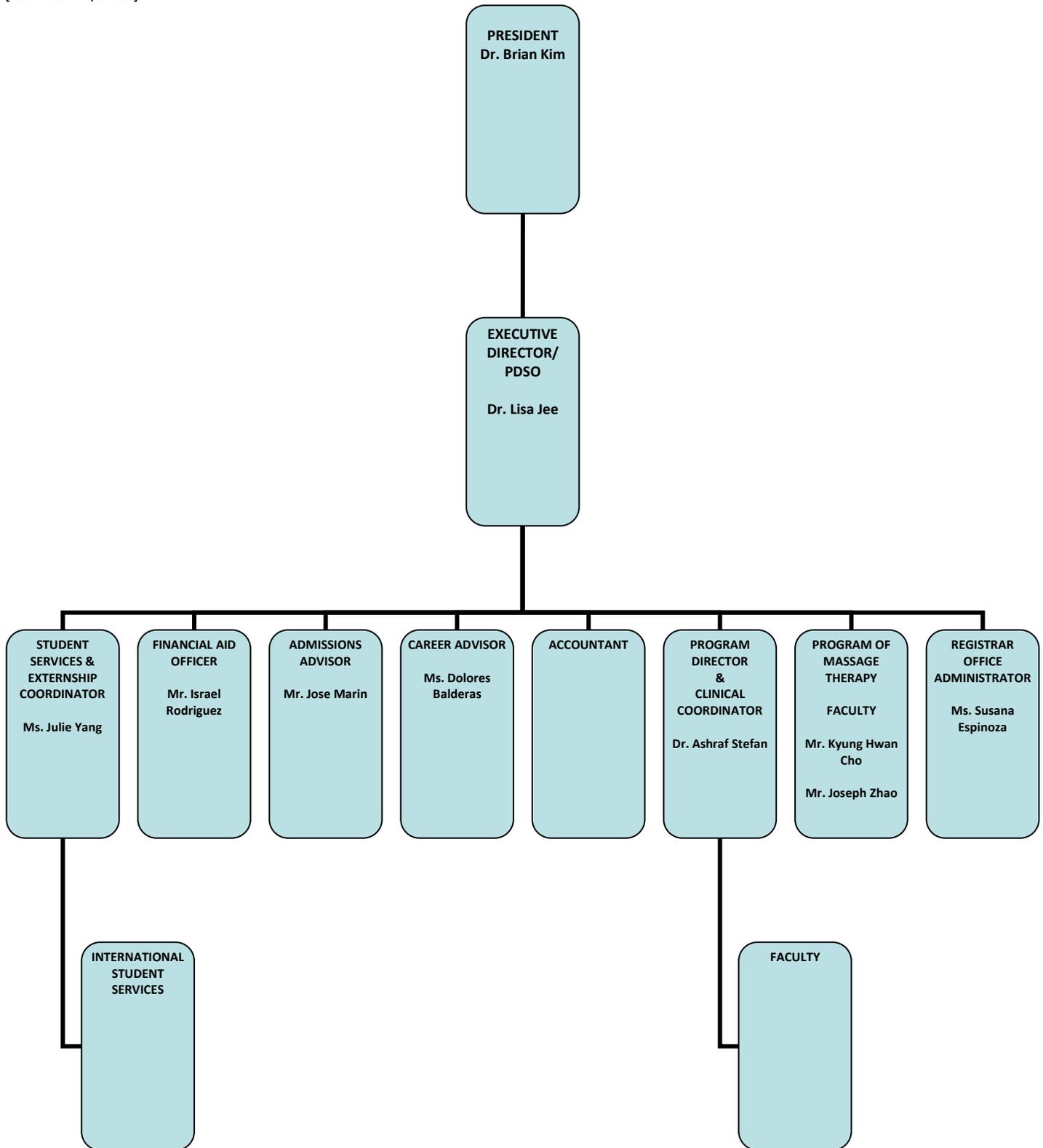
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James Dorr	<ul style="list-style-type: none"> ▪ CAMTC Credential (ID# 03) ▪ California Healing Arts College, West Los Angeles, CA ▪ University of Southern California, Los Angeles
Kyung Hwan Kim, L.Ac., MS	<ul style="list-style-type: none"> ▪ Oriental Medicine School of South Baylo University, Los Angeles, CA, MS
Joseph Zhao, MS	<ul style="list-style-type: none"> ▪ Royal University of America, Los Angeles, CA, MS

Organization Chart

[REVISED 06/2017]



FINANCIAL AID

Financial Aid—Consumer Information

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

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

Financial Aid Mechanism

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

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

Compliance Statement

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

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

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

- **GRANT (FREE) AID - (This aid does not have to be repaid)**
 - Federal PELL Grant Program (PELL) **\$5815 maximum annual limit** **(Does not require repayment)**
 - Federal Supplemental Educational Opportunity Grant Program (FSEOG)* **(Does not require repayment)**
- **WORK (PART TIME JOB) AID that does not have to be repaid**
 - Federal Work Study*
- **LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAYED! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)**
 - Direct Federal Stafford LOANS
 - Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)**.
 - Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).**
 - Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

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

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

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

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

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

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

http://studentaid.ed.gov/students/publications/student_guide/index.html

[Direct Loan Basics for Students](#)

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

Student Eligibility Requirements

To be eligible for financial aid, a student must:

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

Application for Aid, Procedures & Forms

Financial aid applications for this institution consist of the following:

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

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

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in **2016-2017**, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

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

Maximum Annual Award: \$5,815

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

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

Maximum Annual Award: \$4,000

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

Federal William D. Ford Direct Loan Program

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

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

Federal Direct Subsidized Loan

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

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

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

Federal Direct Stafford Unsubsidized Loan

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

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

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

Maximum Annual Award:

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

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

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

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

Determining Need

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

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

Cost of Attendance

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

Elements included in the budget:	Tuition	Actual cost
	Registration Fee	Actual cost
	Books and supplies	Actual cost
Living cost allowance (monthly figures):	Student living w/parents	Student living off campus
Room and board	\$4,968	\$12,492
Transportation	\$ 1,107	\$ 1,242
Personal/misc.	\$ 3,177	\$ 2,916

(The cost of uniforms is included in the personal allowance or included in the school charges)

Award Concept, Selection of Recipients and Packaging Criteria

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

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

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

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

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 60 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/16 to 6/30/17 period. Therefore, the awards to those students will be \$200 through the entire period. At the beginning of the award year, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

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

Definitions related to financial aid

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

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

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

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)
- **INDEPENDENT STUDENT:** An individual who meets one of the following criteria:
 1. (46) Were you born before January 1, 1993?
 2. (47) As of today, are you married? (Separated but not divorced)
 3. (48) As of July 1, 2016 will you be graduate or professional student?
 4. (49) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
 5. (50) Are you a veteran of the U.S. Armed Forces?
 6. (51) Do have children who will receive more than half of their support from you between July 1, 2016 and June 30, 2017?
 7. (52) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2017?

8. (53) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
 9. (54) As determined by a court in your state are you or were you an emancipated minor?
 10. (55) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
 11. (56) At any time on or after **July 1, 2015**, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
 12. (57) At any time on or after **July 1, 2015**, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
 13. (58) At any time on or after **July 1, 2015**, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
- **PARENT(S):** For the purposes of the financial aid programs, “a parent” is the biological mother and/or father or adoptive parents, and stepparent. **Grandparents, foster parents, legal guardians, older brothers or sisters, and aunts and uncles are not considered parents unless they have legally adopted you.**
 - **PAYMENT PERIOD:** 450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.
 - **NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.
 - **WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Recoveries

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

Refunds

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

Transfer Student

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

Verification Process

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

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

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

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

- **WHO MUST BE VERIFIED:** The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.
- **VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:
 - Death- Applicant dies during the award year or before the deadline for completing the verification.
 - Incarceration- Applicant is incarcerated at the time the verification is to be performed.
 - Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
 - Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or can not be located because the address is unknown and can not be obtained by the applicant.
 - Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 - Letter stating that the verification process was completed
 - Copy of the application data that was verified, and
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
 - A completed Financial Aid transcript.
 - Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
 - No funds disbursed- The applicant will not receive federal aid funds,
- **REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used. Data items include:
 - Total number of persons in the household.
 - The number of members of household enrolled at least half-time students in postsecondary educational institutions.
 - High School completion status
 - Identity/Statement of Educational Purpose
 - Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2015).
 - U.S. income tax paid for the base year (2015).
 - Certain untaxed income and benefits for the base year if certain conditions would apply include:
 - Social Security benefits
 - Child support
 - Untaxed payments to IRA or Keogh
 - Foreign income
 - Earned income credit
 - Education Credit
 - Interest on tax free bonds
 - Supplemental Nutrition Assistance Program (SNAP, formerly food stamps)

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

- **DOCUMENTATION REQUIRED:** Student, spouse and/or parents (as applicable) are encouraged to use the IRS Data Retrieval tool when completing the FAFSA. For those selected for verification and were not able to use this tool, they are required to submit a copy of the IRS Income Tax Transcript. Signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Tefile and W-2 forms) are only allowed under special circumstances as determined by Financial Aid. Applicants shall complete the appropriate sections of the [Verification Worksheet 2016-2017](#). There are two different worksheets:

One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

- **TIME PERIOD FOR PROVIDING DOCUMENTATION:**

Applicants must provide the required documentation within 30 days from the start date.

- **APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- * Number of family members in the household

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

- * Change in dependency status.

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

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

- **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student cannot provide all required documentation, the school cannot complete the verification process within 30 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.

- The student may withdraw, and re-enroll at no additional charge. There will be no loss of credit earned, when the student provides all proof, and verification is complete.

- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

- **INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

- **TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

- **NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

- **REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

FORMS

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

REQUEST FOR TRANSFER CREDIT EVALUATION

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

1. An official transcript, or transcripts, accompanies the request which must be made prior to matriculation at the school.
2. All credits requested have been completed prior to matriculation. There is no accommodation for concurrent enrollment.
3. Students with degrees from international colleges and universities must submit an official translation of the transcript along with the request to transfer credits.
4. Students who have earned some postsecondary credits, but did not complete an academic associate's or bachelor's degree, may request transfer credit by submitting an official transcript along with the request.
5. If the student has a technical degree or has earned some credits from a technical postsecondary institution, credit may be granted on a course-by-course basis.

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

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

III. Administrative Position Responsible for Transfer Evaluation - The Program Director is the administrator ultimately responsible for the transfer evaluation, though the Program Director may delegate individual evaluations to faculty members or academic staff.

Student (first and last name)

Home Phone Work or Mobile Phone

Check appropriate box:
 Transfer credit evaluation
 Transfer credit pre-approval
 Prematriculation transfer credit evaluation

University or college you attended or you will attend and dates of attendance:

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

Required Signature:

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

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

NOTICE OF INTENT TO TRANSFER

Date this form is prepared & submitted for consideration

Student

Home Address

City

Zip

Home Phone

Work Phone (if any)

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

Current Course
Name/Number

Current Program Name

Request to Transfer to Course Name/Number

Effective Date (mm/dd/yyyy)

Transferring To (school/campus name & office address)

School Contact Person (name & phone number)

Student Signature

Date

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

FOR OFFICE USE ONLY

Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes

NOTICE OF INTENT TO REPEAT A COURSE

Date this form is prepared & submitted for a consideration

Student

Home Address

City

Zip

Home Phone

Work Phone (if any)

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

Course Name/Number requesting to Repeat/Retake

Course Completion Date

Program Name

Grade Earned

Repeat Effective Date (mm/dd/yyyy)

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

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

Student Signature

Date

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

FOR OFFICE USE ONLY

Request APPROVED, Correction Posted Date

School Official's Signature

Request DENIED

School Official's Signature

Notes

LEAVE OF ABSENCE (LOA) REQUEST

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the student service personnel. Written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days but less than 180 days. Students will not be assessed additional tuition charges while on Leave of Absence. Students returning from LOA will not retain credit for clock hours and work projects finished in that specific module/course within the LOA duration. Students who fail to return from a LOA will be considered dismissed as of the last day of attendance.

Date this form is prepared & submitted

Student (first & last name)

Home Address

City

Zip

Home Phone

Work Phone and/or Email

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

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

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

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

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

Current Course

Current SAP Status

Number of credit hrs completed at the time student took LOA

Number of clock hrs completed at the time student took LOA

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

Student Signature

Date

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

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

At an institution required to take attendance, the withdrawal date for a student who does not return from a leave of absence is the student's last day of attendance. ATI College will determine that a student withdrew no later than 14 days from when the student was supposed to return from a leave of absence but did not. For example, if a student's last date of attendance is Jan. 30th but then takes a leave of absence until March 30th but then does not return from the leave of absence, ATI College would determine that the student withdrew no later than April 14th and the withdrawal date would be January 30.

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

Funding Source:

Request APPROVED, Date correction posted in RW/RGM:

Director of Student Services Signature of Approval:

Request DENIED, state reasons for this decision:

Director of Student Services Signature of Denial:

Date Student Returned:

Director of Student Services Signature upon Student Return:

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

Student Dropped Date (mm/dd/yyyy):

ACADEMIC TRANSCRIPT REQUEST

Select one: Official Transcript
 Unofficial Transcript

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

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

Student Information

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

Academic Program Information

Program Name:
Academic Period (mm/dd/yyyy):

Institutional Information

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

Payment Information

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

For Office Use Only

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

COMPLETION CERTIFICATE (COPY) REQUEST FORM

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

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

Student Information

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

Academic Program Information

Program Name:
Academic Period (mm/dd/yyyy):

Alternate Mailing Address / Institutional Information

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

Payment Information

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

For Office Use Only

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

VERIFICATION OF ENROLLMENT

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

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

Student Information

Last name:

First name:

Middle name:

Home Address:

Home City, State, Zip:

Home Phone with Area Code:

Student's Signature:

Requesting to receive verification of enrollment letter at home?

Yes

No (please complete Institutional Information section)

Academic Program Information

Program Name:

Academic Period (mm/dd/yyyy):

Alternate Mailing Address / Institutional Information

School:

Attention:

Address:

City, State, Zip:

For Office Use Only

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

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

STUDENT INFORMATION UPDATE FORM

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

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

**Student NEW Information
(complete applicable sections)**

Last name:

First name:

Middle name:

International Student SEVIS ID No (if applicable):

NEW Home Address:

NEW Home City, State, Zip:

NEW Home Phone with Area Code:

NEW Work Phone with Area Code:

NEW Mobile Number:

NEW E-mail Address:

Student's Signature:

NEW Alternate Mailing Address

NEW Address:

NEW City, State, Zip:

For Office Use Only

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

Date request received (mm/dd/yyyy):

Date request filled (mm/dd/yyyy):

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

Name: _____ Admissions Representative: _____

Start Date: _____ Program Title: _____

STUDENT BACKGROUND

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

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

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

What kind of violation(s) have you had?

Speeding – how many?

Date of last infraction:

DUI/DWAI – how many?

Date of last infraction:

Driver’s License Suspension

Date of reinstatement:

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

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

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

4. Have you ever served probation? Yes No

Dates served:

misdemeanor felony for crime convicted on date:

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

6. Have you served a term of incarceration?

Yes No

Dates served:

Description of sentence:

MILITARY

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

If Yes, state type of discharge:

MEDICAL

8. Do you have hepatitis? Yes No

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

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

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

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

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

DISCLAIMER OF EMPLOYMENT GUARANTEE

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

You are required to read then initial the following statement:

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

(Student initial)

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

Print Name: _____ Signature: _____ Date: _____