

# **JS COLLEGE**

## **SCHOOL CATALOG**

January 1, 2019 to December 31, 2019

155 N. Riverview Drive, Ste 216, Anaheim, CA 92808

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## GENERAL INFORMATION

### **Approval Disclosure Statement**

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

Approved by the Bureau are the following Non-Degree Programs:

- **Computer Office Automation (40 Clock Hours)**
- **Computer Technician (40 Clock Hours)**
- **Python Programming (40 Clock Hours)**

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.

Instruction for distance classes will occur at the student's location. Any in-residence classes will be held on the main campus which is located at 155 N. Riverview Drive, Ste 216, Anaheim, CA 92808.

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

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

JS College **does not participate in federal or state** financial aid programs to provide the student the opportunity to finance their tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director, Preeti Thakore. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833; (916) 431-6959. Fax (916) 263-1897; Toll Free: (888) 370-7589.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov), Phone: (916) 431-6959, Fax: (916) 263-1897.

JS College does not have an articulation agreement or transfer agreement with any other college or university at the present time.

All information in the content of this school catalog is current and correct and is so certified as true by Preeti Thakore, School Director.

## **ADMINISTRATION & STAFF**

CEO, COO, CAO, School Director	Preeti Thakore, BS
Director of Admissions	Preeti Thakore, BS
Student Services / Placement Coordinator	Preeti Thakore, BS

### **Faculty**

Computer Technician, Computer Office Automation, Python Programming	William Lee, BS
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### **Faculty**

William Lee has software experience in software management, development of real-time embedded software, firmware, test-set software, driver software, and computer networking, as well as command, control for communication systems. He possesses extensive experience in software configuration management processes.

### **Institution Mission, Purpose, and Objectives**

JS College's mission is within the educational objectives to equip each student with a basic working knowledge of skills required by companies and agencies within and related to the field of Information Technology for entry-level positions.

### **Goals and Objectives**

JS College graduates will be able to perform specific entry-level duties upon employment. The student will be prepared to more fully use the specialized training offered by many companies to new employees.

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

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

The school was founded in the greater Los Angeles in 2007. Although originally a Textile Design school, under new management, starting in 2019, the academic focus has broadened to Information Technology.

## **Semester Credit Hour Measure**

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

## **Academic Year Definition**

The academic year for programs less than 24 semester credit hours is 32 weeks. The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

## **Transfer of Credit Policy**

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

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

IF A STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY OF REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT HAS RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID FUNDS.

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

This Institution does not offer dormitory/housing facilities or have access under its control. The availability of housing located reasonably near the College is the responsibility of the student to seek out and obtain. No facilities are recommended or sponsored by this College. This will be the responsibility of each student on his or her own.

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

The availability of housing located reasonably near the College facilities are numerous apartments and an estimation of the approximate cost or range of cost of the housing is \$ 900.00 to \$ 1,800.00 per month, depending on what the student is looking to rent.

This Institution **does not participate** in federal or state financial aid program.

JS College updates this catalog annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies are required to be included in the catalog by statute or regulations are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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

## **INSTITUTIONAL POLICIES AND INFORMATION**

### **History of the School**

JS College was founded in 2007 in Los Angeles, California for the purpose of offering Diploma/Completion certificate programs in computer textile design. Although originally a Textile Design school, under new management, starting in 2019, the academic focus has broadened to Information Technology. JS College conducts classes in English only.

### **Physical Description of School**

JS College occupies approximately 800 square feet in a traditional campus facility located at 155 N. Riverview Drive, Ste 216, Anaheim, CA 92808.

Facilities include: Audio/Visual equipment, computers equipped with internet and internet library. The occupancy level of the facility is 10 students at any one time.

### **Admissions Policy**

Applicants must be 18 years of age and, at a minimum, possess a high school diploma or its equivalency (GED) or have the ability-to-benefit for the program offered. A student without a high school diploma or GED is considered an ability-to-benefit student.

Prospective students should contact JS College to set up an appointment with an Admissions Representative to receive information about the school, its curriculum, and admission policies. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

### **Prior Credit Evaluation Policy—Diploma Programs**

Students with previous course work from other institutions can apply for prior course credit transfer

approval. All students who are interested in receiving credit transfer approval must complete the Credit Transfer Approval Request Form.

The Credit Transfer Approval Request Form must be submitted to the registrar and will be reviewed and approved by the School Director. Based on the official transcript issued by the School attended and the recommendations, the School Director may approve the credit transfer request.

The decision made will be communicated to the student by the Director's office. Students who receive course transfer approval will be provided with a revised course requirement document. Students are required to submit an original transcript of records from the institution where they completed the classes or programs.

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

The final decision will be that of the School Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education not to exceed the maximum of 100 hours. Each student will be evaluated separately by the School Director.

### **Language Proficiency**

The level of English language proficiency required of students accepted to the training is the ability to read and write English at the level of a graduate of an American High school as demonstrated by the possession of a high school diploma or a GED.

Instruction will be conducted in English only. All documents and learning materials are provided in English.

This institution offers programs that lead to positions in a profession, occupation, trade or career field that **does not require licensure**.

This School or any of its programs are **NOT ACCREDITED** by an accrediting agency recognized by the United States Department of Education. JS College does not offer degree programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

This School **has not entered** into an articulation or transfer agreement with any other college or university

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

### **Awarding Of Credit For Prior Experiential Learning**

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

### **Transfer Credit, Granting of Credit Policy**



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

**"Policy On Student Right To Cancel"**

The Student's Rights Policy concerning enrollment states:

**"You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you prior to the first day of class.**

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the School for a sample copy.

"After the end of the cancellation period, you also have the right to stop education at this School at any time, and you have the right to receive a refund for the portion of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the School for a copy of your contract and the refund policy.

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

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

Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Telephone 916 431-6959; Fax: 916. 263-1897  
Toll Free: (888) 370-7589

## **Admissions Procedures**

As part of the admission procedure, applicants must:

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

## **Admissions Policy**

Programs of training are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with an Admissions Representatives.

The school will consider non-high school graduates for enrollment if they exhibit and possess the ability-to-benefit from the education and training offered, and pass an approved ability to benefit test and have met all other standards for admissions.

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

## **Ability to Benefit**

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

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

## **Withdrawal / Dropout Policy & Procedure**

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

## **Reenrollment**

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

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

### **HOLIDAY SCHEDULE**

**JS College observes the following holidays:**

New Year's Day	January 1, 2019
Martin Luther King's Day	January 21, 2019
President's Day	February 18, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Veterans Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Day after Thanksgiving	November 29, 2019
Christmas Day	December 25, 2019
New Year's Eve	December 31, 2019
Summer Break	2 Weeks (Will be announced 2 weeks prior)
Winter Break	2 Weeks (Will be announced 2 weeks prior)

Students will be on Summer Break beginning Monday, July 15, 2019 through Friday, July 26, 2019. Classes resume on Monday, July 31, 2019.

Winter Break will begin on Monday, December 23, 2019 through Friday, January 3, 2020. Classes resume on Tuesday, January 7, 2019.

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

### **Statement of Non-Discrimination**

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

### **Distance Education**

JS College offers distance education in Information Technology. JS College will evaluate student submissions of assignments and tests within ten business days after receipt of student material.

## **STUDENT SERVICES**

### **Student Parking**

Student parking is available. JS College is not responsible for parking violations, property theft, and property damage.

### **Advising**

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

### **Refresher Training**

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program. Admittance is based on space availability. JS College is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

### **Placement Services**

**JS College does not guarantee employment for its graduates.** The student services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and guidance in resume preparation and interviewing techniques. Career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

JS College's Placement Assistance Department provides assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. **JS College cannot and does not guarantee employment.**

### **Disclosure and Retention of Education Records**

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

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours. At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

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

### **Family Educational Rights and Privacy Act**

The practices and procedures of JS College comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of “tax dependent” students have the right to inspect and challenge the information contained within the records of these students. Confidentiality of student and staff’s records is strictly protected.

FERPA gives parents certain rights with respect to their children’s education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The Institute complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

### **Library**

JS College does not have a library. Library access is not required to support the educational requirements of the programs offered. JS College is able to provide students and faculty with access and instruction to online reference materials such as the directory of open access journals and online research sites. Students and faculty may access materials from nearby public libraries such as the Anaheim City and County libraries (<http://www.publiclibraries.com/california.htm>). Instructions on how to access online reference materials and using the public library systems is available at the above libraries. Additional access to learning material can be coordinated through the school office.

### **Student Lounge**

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

## **MAXIMUM TIME FRAME FOR COURSE COMPLETION**

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, non-attendance, winter break, in-service days, and School closures due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from his/her training program.

### **Maximum Time Frames Allowed**

<b>Program</b>	<b>Session</b>	<b>Length</b>	<b>Maximum Time Frame</b>
Computer Office Automation	Day/Eve	5 weeks	8 weeks
Computer Technician	Day/Eve	5 weeks	8 weeks
Python Programming	Day/Eve	5 weeks	8 weeks

## **ATTENDANCE POLICIES**

### **Attendance**

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

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

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

### **Make-up Time/Work Accountability**

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

## **Leave of Absence Policy**

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

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

## **Suspension and Dismissal**

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

## **Distance Education Policy**

Orientation & Enrollment Procedure for Distance Students

Once a start date has been set, the school will:

- a. Assist the student to download the Catalog, Annual Report and School Performance Fact Sheet from the school website and deliver the enrollment agreement by email.
- b. Answer any and all questions on the program, Catalog and School Performance Fact Sheet. Instruct the student to initial, sign and date the Catalog receipt form and the School Performance Fact Sheet and return it by email. Place the received signed forms in the Student file.
- c. Answer any and all questions on the enrollment agreement. Instruct the student to sign and return the enrollment agreement by email. School Director will sign the enrollment agreement received from the student, email a copy of the counter-signed enrollment agreement back to the student and place it in the Student file.
- d. Send the student all books/material/courseware and any necessary software licenses. A phone conference will be conducted to answer any questions regarding the course content and the student will also be taught how to use online tools to communicate with their instructor.

Assignments and Grading

For the Distance programs offered by JS College, the institution will provide its response or evaluation within five business days of receipt of student assignments, lessons, or projects.



## **Standards for Student Achievement/Satisfactory Academic Progress Policy**

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

### **Grading Format**

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

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

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

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

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

## **Academic Probation Policy**

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or “C”. During that probationary period, the student must maintain a cumulative grade point average of 70% or “C” of the program. If a student maintains a grade point average of 70% or “C” and/or achieves a cumulative grade point average of 70% or “C”, probation will be removed. However, if the student fails to maintain a 70% or “C” grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

## **Student Grievance Procedure**

JS College publishes the following student grievance procedure in the School catalog: The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence. Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the School Director.

Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 10 days after filing, the School Director will schedule a Grievance Committee meeting. The members of the Committee will be (2) two.

The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the School Director will arrive at a fair and equitable decision. It is the School Directors final decision.

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

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

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

## **Reinstatement**

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

## **Graduation Requirements**

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

1. All required courses in the student's program have been satisfactorily completed and the final examination has been passed.
2. A minimum grade of 70% has been earned in all theory and lab coursework, and a Passing grade in the externship coursework of 70% or better.
3. For programs evaluated on pass/fail scale, the student has completed the course assignments and earned a grade of "pass" on a pass/fail scale.
  1. An overall attendance of 70% has been attained
  2. Financial obligations due JS College have been satisfied in full for the tuition and fees.
  3. Requirements for administrative departments (financial obligations, file documents and placement information) have been completed satisfactorily.

## **Changing Programs**

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

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

## **SCHOOL POLICIES AND REGULATIONS**

### **Dress Policy**

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

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

### **Eating in Classrooms**

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

### **Children on the Premises**

Unfortunately, due to the necessity of maintain a professional learning environment that respects the

rights of all students, children are not permitted on the school premises.

### **Student Conduct**

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

### **Grounds for Disciplinary Action**

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the school and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the school.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of school enrollment agreement.
9. Cheating.
10. Falsifying school records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the school and/or its student(s).
14. Solicitation, which reflects unfavorably upon the school and/or its students.
15. Vandalism of school property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

### **Policy on Student Rights**

The Student's Rights Policy concerning enrollment states:

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

cancellation rights and responsibilities.

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

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

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

Bureau for Private Postsecondary Education (BPPE):  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Telephone: 916. 431-6959; Fax: 916. 263-1897. Toll Free: (888) 370-7589

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

### **Controlled Substance, Alcohol and Drug Abuse Policy**

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

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

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

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

**Drug Information Hot Lines:**

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

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

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

## **ACADEMIC PROGRAMS**

### **Program Name: Computer Office Automation (Distance)**

Program length: 40 clock hours

Instruction method: Distance

Occupational Objectives: Successful graduates will be employable as receptionists, office clerks, administrative assistants, information clerks, customer service clerks and data entry clerks. (DOT Codes 169.167-010, 169.167-014, 186.117-034, 203.362-010 and 203.582-054)

#### Program Description:

In this course, participants will be exposed to and learn all phases and techniques used in working with Microsoft Office, including Word, Excel, PowerPoint and Outlook. Additionally, the student will be exposed to learning various office techniques and will acquire the skills needed to successfully work in clerical occupations. Instructor will evaluate students by using assignments and tests. To complete this program a student must complete the course and earn a grade of "pass" on a pass/fail scale.

#### Modules:

Microsoft Word (10 hours): Assignments and production work include creation of and formatting of word processing documents as used in the business environment. (Document creation, editing, and saving. Formatting text and paragraphs. Working with tables, columns, and other formatting features)

Microsoft Excel (10 hours): Enter and edit data, create formulas and graphs in spreadsheet applications. (Performing basic to advanced calculations using formulas. Formatting and printing worksheets. Creating powerful charts and graphs)

Microsoft PowerPoint (10 hours): Learn PowerPoint basics to create, edit and format a slide show presentation. (How to create engaging multimedia presentations with PowerPoint. Formatting and organizing PowerPoint slides. Working with graphics, tables and charts)

Microsoft Outlook (10 hours): Learn the basics of Outlook (email, collaboration and meeting tools) and how it benefits the work environment. (Managing contacts. Scheduling tasks. Maintaining calendar. Sorting and arranging all emails)

## **Program Name: Computer Technician (Distance)**

Program length: 40 clock hours

Instruction method: Distance

Occupational Objectives: Successful graduates will be employable as PC Technicians and Technical Support professionals. (DOT Codes 828.261-022, 031.262-014)

### **Program Description:**

In this course, participants will learn all phases and techniques used to become proficient in diagnosing, troubleshooting and repairing the personal computer. CompTia A+ is the preferred qualifying credential for technical support and IT operational roles. Instructor will evaluate students are by using assignments and tests. To complete this program a student must complete the course and earn a grade of “pass” on a pass/fail scale.

### **Modules:**

**Hardware (20 hours):**The Student will learn about motherboards, memory, DVD ROM and hard drives. Trouble shooting fundamentals, supporting Input/Output (I/O) devices (keyboard, mouse, printer, scanner), multimedia technology, power supplies, communications, networking fundamentals, and printers. These skills include the installation, maintenance, and troubleshooting of common devices such as desktops, laptops, network and wireless devices, printers, and monitors. The students will master the installation and troubleshooting of common components such as CPUs, memory, disks, power supplies, and expansion cards, as well as gain valuable practical knowledge of security concepts, customer service, and business processes.

**Operating Systems (20 hours):** Introduction to Operating Systems, memory management, file and folder management, supporting Windows 7/10, Windows networking, Local Area Network (LAN), internet, printing, virus protection, support and troubleshooting. Students will learn to compare and install various operating systems, setup and use client-side virtualization and SOHO networks, and troubleshoot PC and mobile device operating systems. Students will learn the skills expected of an entry-level IT technician who will have a high level of interaction with clients.



## **Program Name: Python Programming (Distance)**

Program length: 40 clock hours

Instruction method: Distance

Occupational Objectives: Successful graduates will be employable as Entry level Computer Programmers. (DOT Code 030.162-010)

### Program Description:

In this course, participants will learn the fundamental principles of Python programming, its concepts like conditional execution, loops, Python programming language syntax, semantics, and the runtimes with general coding techniques and object-oriented programming. By the end of the program students will have gained a fundamental understanding of programming in Python by creating a variety of scripts and applications for the Web and for systems development. Python is a versatile programming language, suitable for projects ranging from small scripts to large systems. The program emphasizes best practices such as version control, unit testing and recommended styles and idioms. Students will explore the large standard library of Python, which supports many common programming tasks. Instructor will evaluate students are by using assignments and tests. To complete this program a student must complete the course and earn a grade of “pass” on a pass/fail scale.

### Modules:

Variables, Types and Lists (4 hours)

Basic Operators (4 hours)

String Formatting (4 hours)

Basic String Operations (4 hours)

Conditions (4 hours)

Loops (4 hours)

Functions (4 hours)

Classes and Objects (4 hours)

Dictionaries (4 hours)

Modules and Packages (4 hours)

**SCHEDULE OF TUITION AND FEES**

Name of Program	Clock Hours	Registration Fee (non-refundable)	STRF (non-refundable)	Tuition Fee	Total Cost
Computer Office Automation	40	\$75.00	\$0	\$965.00	\$1,040.00
Computer Technician	40	\$75.00	\$0	\$965.00	\$1,040.00
Python Programming	40	\$75.00	\$0	\$965.00	\$1,040.00

**Refund Table**

Name of Program	Clock Hours	Tuition Fee	10%	25%	50%	60%
Computer Office Automation	40	\$ 1,040.00	\$104.00	\$260.00	\$520.00	\$624.00
Computer Technician	40	\$ 1,040.00	\$104.00	\$260.00	\$520.00	\$624.00
Python Programming	40	\$ 1,040.00	\$104.00	\$260.00	\$520.00	\$624.00

**76215. STUDENT TUITION RECOVERY FUND DISCLOSURES**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved by the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

### **CANCELLATION, WITHDRAWAL, AND REFUND RIGHTS**

**You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services.**

Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class.

If you cancel your enrollment, the School will refund any money that you paid within 45 days after your notice is received. If School has given you any equipment, you shall return it to School within 45 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 45-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay

for the equipment, it is yours to keep without further obligation. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Part I, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 45 days following your withdrawal.

You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 45 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment.

If you fail to return equipment in good condition, within 45 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or re-enrolled students, "the documented cost").

You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

### **Hypothetical Refund Example**

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

\$2,075 (\$2,000 Tuition + \$ 75.00 Registration Fee) Amount Paid - \$75.00 Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) - 400 Hours of Instruction for which you have paid = \$1,518.75 Actual Refund Amount.

If you return the equipment in good condition within 45 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be (\$1,518.75 + \$150) = \$1,668.75.

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

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

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

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.