MISSION, OBJECTIVES AND VALUES

Mission Statement
Driving personal and community transformation by empowering students to make a positive and enduring life change.

Our Objectives
- One Standard of Excellence: Provide an industry-related educational and training environment that offers graduate preparedness for entry into their career field.
- Student Success: Offer every student an opportunity to succeed by providing support at every stage of their experience—from admission process to educational experience to post graduate experience with career services.
- Teamwork: Demonstrate the benefits of excellent employee teamwork in a business/educational setting as part of a student’s educational experience.
- Respect: Demonstrate collegiality and mutual respect among colleagues and students.
- Integrity: Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with colleagues and students.
- Customer Service: Provide students with high quality customer service as an example of its value in achieving career goals.
- Changing Lives: Create an organizational culture and community for students and colleagues that empowers them with the opportunity to transform their lives for a better future and to become the best versions of themselves.

SCHOOL HISTORY

Anthem Education dates to 1965, with the establishment of the High-Tech Electronics Institute of Arizona in Phoenix, AZ. In the 1980s, new management focused on expanding the school’s offerings to provide training in other careers to meet the changing needs of the expanding Phoenix population. This included acquiring Anthem College – Bryman School, a healthcare training school originally founded in 1964.

Over the years, Anthem Education acquired or launched additional schools and colleges to provide focused training and education for students interested in entering or advancing their positions in healthcare, technology, criminal justice, business or paralegal careers. New campuses included the schools in New Jersey, New York and Pennsylvania; a pair of healthcare training schools in the St. Louis, Missouri region; and Morrison University in Reno, Nevada, a business school founded in 1902.

As more institutions joined the Anthem team, they were rebranded with the Anthem name, resulting in 13 campuses known as Anthem College, six known as Anthem Institute, and two in Tennessee named Anthem Career College.

An online school, Anthem College Online, was launched in 2003 for students interested in earning associate and bachelor degrees, including degree completion programs.

In early 2012, Anthem Education was acquired by Education Training Corporation, which also owned a group of 12 schools in Florida known as Florida Career College and FCC-Anthem College. In August of 2014, IEC U.S. Holdings, Inc. purchased the Florida Career College schools along with Anthem College – Bryman School in Phoenix, Arizona. IEC U.S. Holdings, Inc. is a wholly-owned subsidiary of IEC Corporation, which does business in California as International Education Corporation (IEC), headquartered in Irvine, California. Today,
IEC owns and operates 31 schools in the states of California, Arizona, Texas, Georgia and Florida under the brands of UEI College, United Education Institute, Florida Career College, and U.S. Colleges.

**LICENSING, ACCREDITATION, AND MEMBERSHIPS**

**Approvals**

UEI College is licensed by the Arizona State Board for Private Postsecondary Education and is approved for Veteran’s Education benefits.

**Accreditation**

UEI College is accredited by the Accrediting Council for Continuing Education and Training (ACCET) to award Diplomas. The Accrediting Council for Continuing Education and Training (ACCET) is listed as a nationally recognized accrediting agency by the United States Department of Education.

**Memberships**

UEI College is an active member of the:
- Arizona Private School Association
- National Association of Student Financial Aid Administrators (NASFAA)
- Arizona Association of Student Financial Aid Administrators (AASFAA)

**Veterans**

UEI College is approved to train veterans by the State Approving Agency. Upon request, an enrolled or prospective student may review copies of the documents that describe the school’s accreditation and approval. All veteran students requesting VA benefits while attending school must sign the “Veterans Information Bulletin” prior to starting school.

**DESCRIPTION OF FACILITY**

UEI College offers well-equipped classrooms, computer labs, clinical settings, medical labs, and resource centers. The resource center provides students and faculty with access to hard copy or online reference materials, including books, videos, and periodicals to supplement textbooks and lectures. The campus houses offices for financial aid services and career services.

**INSTITUTIONAL LEADERSHIP**

UEI College, Phoenix, Arizona is owned and operated by IEC U.S. Holdings, Inc. IEC U.S. Holdings, Inc. is a wholly-owned subsidiary of IEC Corporation, which does business in California as International Education Corporation, and is a Delaware Corporation. IEC has its corporate headquarters in Irvine, California.

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Dr. Fardad Fateri, Koonal Bharat Gandhi, Charles Cook, Sandy Lockwood and Justin Topilow. The corporate office of IEC is located at 16485 Laguna Canyon Road, #300, Irvine, CA 92618.

The members of the IEC Leadership team are Fardad Fateri, Ph.D., President & Chief Executive Officer; Sanjay Sardana, Executive Vice President and Chief Financial Officer; and Shoukry Tiab, Chief Operating Officer.

**FACULTY**

A current listing of faculty is provided in Insert B - Supplement to the Academic Catalog.

**CAREER SERVICES**

UEI College places great emphasis on helping graduates find employment in their field of study. UEI College advises students of career opportunities and begins assisting them with their job search months before graduation. Career Services staff is available to help students create a professional resume and assists with many aspects of the job search and interviewing process.
We take pride in the ever-growing number of employers that are aware of the quality of our graduates. Our staff maintains professional relationships with potential employers in an ongoing effort to expand employment opportunities for our graduates. Our network of successful graduates is constantly growing, allowing us to provide even more effective employment assistance service through referrals and recommendations.

UEI College is not permitted by law to guarantee employment. UEI College makes every effort to assist students with job search services. All programs are designed to prepare graduates for entry-level positions.

**STUDENT SERVICES**

**AUDIT COURSE POLICY**

Graduates may take advantage of complimentary enhancement training, provided that classes are available and space permits. Graduates will be responsible for the cost of materials, if applicable. Graduates preparing for new employment may find this a valuable opportunity to update and refine their skills since graduation. Students must adhere to all classroom policies.

**MAKE-UP WORK**

Make-up work may be completed to make up for assignments, exams, or other course content missed during classes. The make-up work must be arranged between the student and the instructor. Make-up work may include, but is not limited to, the assignment of additional homework or other assignments comparable to the content covered during the delivery of the class missed. All make-up work must be completed within 7 days after the module ends. Students cannot use Make-up work to make up class attendance hours missed. As defined under the Tardy section of the catalog, missed class time is counted toward the total class hours missed.

**ACADEMIC ADVISEMENT**

Academic advising is provided to students throughout their program, based on individual needs. All Ability to Benefit (“ATB”) students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress (“SAP”) requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.

**LIBRARY AND LEARNING RESOURCES**

The UEI College Library System consists of Reading Rooms at each campus and an Online Library, which is accessible 24/7 from any Internet-connected computer for all students and faculty. The campuses subscribe to online, academic databases and collections through the subscription plans offered by the Library and Information Resources Network (LIRN). When on-campus, students may use the computers in the Reading Room for access to the Online Library. Materials applicable to the programs of study presented at the schools are available in hard-copy and/or electronic formats. Additionally, students may access online library and learning resources remotely. Refer to the schedules posted at each campus for hours that the Reading Rooms are open.

**Housing**

The institution does not offer any dormitory facilities nor does it offer any assistance locating off-site housing; however, ample housing options are available near all campuses.

**Student Academic Advisement**

UEI College’s faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to counseling and information on housing, transportation, child care, or additional services when required. Professional and academic development workshops are available to any student who wishes assistance in areas such as relevant coping skills, study skills, test taking, time management and support and motivation while attending. Please contact the Director of Education for information on academic advisement, counseling referrals, and professional and academic development.
FINANCIAL ASSISTANCE

UEI College is committed to assisting its students in developing financial plans for their education through a combination of loans, grants, family contributions, and other sources of aid.

Federal Financial Aid Programs

Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at UEI College. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds, as applicable.

To receive financial assistance you must:

1. Demonstrate financial need (with the exception of the Unsubsidized Loan program).
2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number.
4. If male, be registered with the Selective Service.
5. Maintain satisfactory academic progress while attending school.
6. Sign a statement that certifies that you will use your federal student aid for education purposes only.
7. Not be in default on any federal student loans or owe any money on any federal student grant program.
8. Effective July 1, 2012 – Must have a high school diploma, General Education Certificate (GED), or equivalent or qualify under the Eligible Career Pathway Program.

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility.

The United States Department of Education offers several major financial aid programs to help students finance their education. For those who qualify, UEI College participates in the following:

The tuition for all programs is due and payable at the time of enrollment. Tuition and fees are the same for in-state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants or scholarships.

Federal Pell Grant Program

A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)

Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify.

William D. Ford Federal Direct Loan Program

Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

- Direct Subsidized Loans – Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.
• Direct Unsubsidized Loans – Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

• Direct Parent Loan for Undergraduate Students (PLUS) – PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

OTHER AID PROGRAMS

Institutional Loan Program
This loan program is available to students who need additional financial assistance for tuition and fees. The minimum loan amount is $500 with repayment terms between 12 to 60 months. Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies.

Veterans Benefits
The Montgomery GI Bill® and Post 9/11 GI Bill® are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill

Agency Programs
Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. UEI participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Scholarship Eligibility Requirements
1. Applicant must be an active/future student attending the UEI Phoenix Campus.
2. All applicants must complete the UEI Phoenix Scholarship application and provide all forms applicable to Campus Student Financial Services.

Scholarship Terms and Conditions
1. All Institutional Scholarships will be credited to student account upon graduation.
2. Students may apply and be eligible to receive a maximum of one Institutional Scholarship.
3. Institutional Scholarships are non-refundable to the student.
4. In the event a credit balance is created by an Institutional Scholarship, it will be applied to any outstanding institutional loan and to the Federal Direct Loan(s) prior to the Institutional Scholarship being reduced and the credit balance removed.
5. The School holds the right to deny any application that does not comply with the Institutional Scholarship terms and conditions.
6. Awards are subject to funds availability.

Institutional Scholarships

Tribal Scholarship
This tuition scholarship of $4,000 is available to any registered member of a Native American Community in the United States of America working with a qualifying Tribal agency. The scholarship may be used in conjunction with and not limited to any additional federal benefits for which as student may qualify.

New Student Scholarship ($500)
This scholarship is for students who enroll into an eligible program.
Opportunity or Aid Assist Scholarship ($250/$750)
This scholarship is offered to students with financial need based on their Expected Family Contribution (EFC).
- Opportunity Scholarship ($250) for students with EFC ≤ 5,000
- Aid Assist Scholarship ($750) for students with EFC > 5,000 **

NOTE: Acceptable documentation is the ISIR used for student’s funding plan.

** Aid Assist Scholarship will be available to those students who have reached PELL LEU, holds a Bachelor’s degree or ineligible for Pell Grant regardless of EFC.

Military Family Scholarship ($500)
This scholarship is offered to eligible Veterans, active duty military, reservists and/or dependent/spouse of an eligible Veteran.

NOTE: Must provide a copy of Certificate of Eligibility DD214.

Closed School Transfer Scholarship
This scholarship of ($1,000) is available to all new students who are transferring in from a closed school.
- Student must have completed less than 50% of a program at prior school
- Student must complete at least 50% of their new program at this institution

This scholarship will be credited to the student’s account upon graduation. This scholarship is non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for this scholarship. In the event a credit balance is created by the scholarship, it will be applied to any outstanding student loan prior to the scholarship being reduced and the credit balance removed. The school has sole discretion to determine whether a student meets and is eligible for this scholarship in accordance with these terms and conditions. This scholarship cannot be combined with any other institutional scholarship.

Access to Education Scholarship ($9,900)
This scholarship is offered to students who do not have traditional access to higher education funding the opportunity to attend UEI College programs. This scholarship is only available to students who are of legal status in the United States who are not eligible for traditional education funding sources. In order to be eligible, you must NOT have been convicted of a felony, certain significant misdemeanors (including a single DUI), or three or more misdemeanors of any kind.

CANCELLATION AND REFUNDS

CANCELLATION REFUND POLICY
In the event a student does not enter a program for which he has enrolled, withdraws after commencement of classes, or is dismissed from the school prior to the cancellation period, a refund of monies paid (applied to the student’s tuition account) is made to the student in accordance with the following refund policies:

Cancellation Prior to Commencement of Classes:
1. If the School does not accept the applicant, or cancels the Application, all funds paid will be fully refunded.
2. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the School shall provide the 100% refund.
3. If such cancellation occurs after the three-business-day period but before the commencement of classes, the School will refund any tuition deposits paid.
4. In the event where the school cancels the program, any funds paid by the student will be refunded.
5. Any monies due the Student shall be refunded within 30 calendar days from cancellation or failure to appear on or before the first day of class.
6. 

7
Student Right to Cancel:

All new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).

A cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only) based on the following criteria:

1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.

Note: Cancellations and Early Withdrawals will result in all charges being reversed. Any tuition paid will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed. In the event where the school cancels the program, any tuition paid by the student will be refunded.

Cancellation Initiated by the Institution:

There are conditions in which a cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will be assigned the status “Early Withdrawal” (EW). The determination date for “EW” will fall on the 14th absence consecutive calendar day from the student’s LDA not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays, when the “EW” status will be automatically assigned by Electronic Student Database.

Termination or Withdrawal after Commencement of Classes:

In the event of withdrawal from the program by the student or termination by the College, the College will retain a percentage of tuition and fees based on the following:

INSTITUTIONAL REFUND POLICY

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a Student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

\[
\frac{\text{Scheduled hours in period of enrollment up to student’s LDA}}{\text{Total hours in the period of enrollment attempted}} = \text{Percentage of period of enrollment attempted}
\]

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution. If the percentage is less than 75%, then the following calculation will be applied:

\[
\text{Tuition} \times \text{Percentage of period enrollment attempted} = \text{Tuition Retained by Institution}
\]
IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Information regarding any applicable non-Title IV third party funding agency refund or return of funds policies (e.g., Veterans Administration, WIA, etc.) may be obtained by contacting the Director of Student Finance at your campus location.

RETURN OF TITLE IV FUNDS

The U.S. Department of Education maintains a “return of Title IV Funds” policy for students who receive federal financial aid and withdraw from school before completing sixty percent (60%) of the period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described above. The federal policy defines the proportion of Title IV funds that the student is qualified to receive. The federal policy for “return of title IV Funds” provides that a student who has attended up through the sixty percent (60%) point in each period of enrollment has fully earned the Title IV funds for the period of enrollment. For a student who has attended less than the sixty-one percent (61%) point, the percentage of the Title IV funds earned is calculated by the following ratio:

\[
\frac{\text{Number of calendar days elapsed* from start date of the period of enrollment to the last date attended}}{\text{Number of calendar days in the period of enrollment}} = \text{Percentage of Title IV Funds Earned**}
\]

** Rounded to the nearest whole number

This ratio is multiplied by the federal financial aid disbursed plus the amount that could have been disbursed to equal the Title IV funds earned. Total disbursed minus earned equals the federal funds that must be returned to the funding program.

* Presuming the student attended sixty (60%) percent of all scheduled classes. If the student attended less than sixty (60%) percent of all scheduled classes, "elapsed time" is not applied, actual hours are applied.

To comply with the Higher Education Reconciliation Act of 2005, the institution will return unearned federal student aid funds for which it is responsible no later than 45 days after the date the institution determines that the student has withdrawn from school.

The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate “Title IV” program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other “Title IV” loan or grant assistance
STUDENT CODE OF CONDUCT

Students are required to adhere to the rules and regulations of the College. Professional behavior, attitude, and courtesy towards instructors, staff, and other students are required and essential. Students are required to maintain a neat, professional appearance.

Office telephones, copiers, computers and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the College phones only in emergencies.

Students may not play games of chance, use offensive language, make unnecessary noise, or engage in unprofessional behavior while at the College. Students must use the College’s computers responsibly and refrain from engaging in computer or Internet use that is inappropriate, offensive or includes pornographic material. Students may not install or remove software from the computers in the classrooms unless authorized by an instructor for class work.

Students may not use the College’s Internet connection to conduct personal business of any kind or download any software. Students will be responsible for payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying of property by any student may result in immediate expulsion without the opportunity for an appeal.

The regulations of the College have been established to maintain and promote the high standards required by the professional communities we serve, to recognize the individual differences among students, to honor achievements, and to encourage students to work toward their academic and career objectives.


Any student found guilty of academic dishonesty will receive an immediate failing grade (F) for that course. Academic dishonesty includes, but is not limited to, cheating, copying, plagiarism, or failure to report the same. A student may also be dismissed from the College for unsatisfactory conduct, unsatisfactory academic progress, or failure to pay tuition charges when due.

Failure to comply with the College’s rules and regulations will be considered reason for a student’s suspension or expulsion.

ANTI-HAZING POLICY

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that may include counseling and possible expulsion from the College.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

UEI College is committed to maintaining an alcohol and drug-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

UEI College distributes information on Drug and Alcohol Abuse Prevention to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make
high-risk choices around alcohol and other drug use. UEI College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

WEAPONS AND FIREARMS POLICY
UEI College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from UEI College.

COPYRIGHT INFRINGEMENT POLICY
UEI College does not allow or condone the use of UEI College resources for the unauthorized distribution of copyrighted material, including peer-to-peer file (P2P) file sharing. Engaging in such activity will result in disciplinary action. Such activity may also subject colleagues, including faculty, staff and students to civil and criminal prosecution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Consequences of Illegal P2P File Sharing
Colleagues who violate this policy are subject to discipline in accordance with Human Resources and IT policies and procedures. Students who violate the policy are subject to discipline pursuant to the Student Code of Conduct. Additionally, IEC may report violations to appropriate authorities for investigation and prosecution. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750.00 and not more than $30,000.00 per work infringed. For “willful” infringement, a court may award up to $150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to $250,000.00 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

FRATERNIZATION POLICY
Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student’s age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior.
If a student witnesses or is made aware of a College employee’s participation in an inappropriate relationship with a student, we ask that the incident be reported to the Executive Director/Campus President and/or the Answer Program immediately.

APPEAL PROCESS
Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/Campus President, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted an academic plan will be presented to the student. Students who have been terminated/withdrawn from the program, including having been auto-dropped for a violation of the attendance policy, will be required to complete the Return of Federal Financial Aid Funds process prior to re-entering their program if the appeal is granted.

Statement of Non-Discrimination
UEI College does not discriminate in its education programs and activities (which extends to employment and admission) on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran or military service status, age, disability, or any other basis protected by federal, state or local law.

Complaints of sexual harassment should be reported to the Title IX Coordinator in accordance with the Title IX Complaint/Grievance Procedure Policy located in this school catalog. Other incidents of sexual misconduct or discrimination should be reported following the procedures outlined in the Student Complaint/Grievance Procedure Policy outlined in this school catalog. The contact information for UEI College’s Title IX Coordinator is as follows:

Title IX Coordinator
Senior Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@ieccolleges.com

Title IX Complaint/Grievance Procedure Policy
The purpose of this policy is to outline the duties and responsibilities of UEI College ("UEI") in accordance with UEI’s Statement of Nondiscrimination and Title IX of the Education Amendments of 1972 ("Title IX"). UEI is committed to providing a work and educational environment free of unlawful harassment and discrimination.

UEI is also committed to providing a prompt response to reports of Sexual Harassment and ensuring every Complainant receives appropriate support, Respondents are treated as responsible only after receiving due process and fundamental fairness, and UEI officials serve impartially without bias for or against any party.

Definitions
Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- Sexual Assault (as defined in the Clery Act, 20 U.S.C. § 1092(f)), or Dating Violence, Domestic Violence, or Stalking (as those offenses are defined in the Violence Against Women Act (VAWA)*, 34 U.S.C. § 12291(a)).
  - Sexual Assault: As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of
Investigation.

- Dating Violence: As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.

- Domestic Violence: As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- Stalking: As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

*In accordance with VAWA, state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the school's Annual Safety and Security Report ("ASR"). VAWA crimes are reported in the ASR based on the definitions above.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim’s behalf.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Actual knowledge: When UEI’s Title IX Coordinator or the applicable Campus President/Executive Director becomes aware of a Sexual Harassment report.

Education program or activity: On or off campus locations, events or circumstances over which the school exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

Policies and Procedures

1. Title IX Policy Statement

UEI strictly prohibits Sexual Harassment and retaliation against any person who reports Sexual Harassment or participates (or refuses to participate) in any Title IX grievance process under this policy.

UEI will respond to a report of Sexual Harassment when it (1) has actual knowledge of Sexual Harassment; (2) that occurred within an applicable school’s education program or activity; (3) against a person in the United States.

If the alleged conduct does not constitute Sexual Harassment, the school may investigate the concern as required by the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

2. Title IX Coordinator

UEI’s Title IX Coordinator oversees compliance with all aspects of this policy and is designated by UEI to intake reports and Formal Complaints of Sexual Harassment, provide supportive measures, and investigate alleged Sexual Harassment. The contact information for UEI’s Title IX Coordinator is as follows:
Title IX Coordinator
Senior Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@ieccolleges.com

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

3. Supportive Measures

Supportive measures are individualized services reasonably available to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate, to the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party.

Upon receiving a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures. The Title IX Coordinator shall notify the Complainant that supportive measures are available regardless of whether a Formal Complaint is filed and explain to the Complainant the process for filing a Formal Complaint.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Supportive measures will be provided without fee or charge and may include:

- Counseling;
- Extending deadlines;
- Modifying class or work schedules;
- Placing mutual restrictions on contact between the parties;
- Providing campus escort services;
- Changing work locations; and
- Providing leaves of absence.

4. Formal Complaint

UEI utilizes a prompt, equitable and impartial grievance process to evaluate Formal Complaints of Sexual Harassment, which may be filed by a Complainant or by UEI’s Title IX Coordinator. A Formal Complaint is a document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the school investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator or otherwise indicate that the Complainant is the person filing the Formal Complaint. When filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the school at which the Formal Complaint is filed.

The Title IX Coordinator will respect the Complainant’s wishes as to whether the Title IX Coordinator investigates an allegation of Sexual Harassment, unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the school community. The Title IX Coordinator may consolidate Formal Complaints where the allegations arise out of the same facts.
Formal Complaints involving employees will also be referred to the Human Resources Department and simultaneously evaluated under applicable employee conduct policies and procedures outlined in the Team Member Handbook.

5. **Dismissal of Formal Complaints in Certain Circumstances**

The Title IX Coordinator will dismiss a Formal Complaint if the conduct alleged in the Formal Complaint:

- Does not meet the definition of Sexual Harassment;
- Did not occur in the school’s education program or activity; or
- Did not occur against a person in the United States.

The Title IX Coordinator may dismiss a Formal Complaint where:

- Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint or allegations;
- Respondent is no longer enrolled or employed by the school; or
- Specific circumstances prevent the school from gathering evidence sufficient to reach a determination regarding responsibility.

UEI shall provide the parties with written notice of a dismissal, whether mandatory or discretionary, and the reason for the dismissal. Dismissal of the Formal Complaint under this policy does not preclude the institution from investigating the allegations under a different policy such as the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

6. **Written Notice of Allegations**

Upon receipt of a Formal Complaint of Sexual Harassment, the Title IX Coordinator shall provide written notice of the allegations to the parties. The written notice shall:

- Include sufficient details of the allegations, including the identities of the parties involved, policy alleged to have been violated, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident in order to allow the parties to prepare for an initial interview.
- Inform the parties that they may have an advisor of their choice.
- Inform the parties they will have an opportunity to review evidence obtained during the investigation.
- Include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the entire grievance process.
- Inform the parties that they are prohibited from knowingly making any false statement or knowingly submitting false information during the grievance process.

The parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

7. **Informal Resolution**

After a Formal Complaint is filed, the school may offer the parties the opportunity to engage in an informal resolution process such as a mediation or informal settlement conference. The school, however, will not offer or facilitate an informal resolution process where the allegations in the Formal Complaint allege that an employee sexually harassed a student.

Before proceeding with an informal resolution process, both parties must give voluntary, informed, written consent. UEI will provide written notice to the parties disclosing the allegations, the requirements of the informal resolution process, and any consequences of participating in the informal resolution process. Any party may withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint at any point prior to agreeing to a resolution.
8. Emergency Removal of Respondents from Campus

UEI may temporarily remove an individual from campus on an interim basis during the pendency of a Formal Complaint in limited emergency circumstances where there is an immediate threat to physical health or safety. Before taking this emergency measure, the school will:

- Undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any person arising from the allegations of Sexual Harassment;
- Make an affirmative determination that such an immediate threat exists based on its individualized safety and risk analysis; and
- Provide the Respondent with notice and an opportunity to challenge the emergency decision immediately following the Respondent’s removal.

School administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. UEI will make every effort to ensure that a victim’s name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. UEI reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures.

9. Grievance Process

UEI shall investigate all Formal Complaints of Sexual Harassment using its grievance process, which is designed to ensure due process and fairness to all parties. Title IX personnel (Title IX Coordinator, investigators, decision-makers, and individuals who facilitate informal resolution) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person’s status as a Complainant, Respondent or witness. UEI shall not impose discipline on a Respondent without going through the required grievance process.

A. Standard of Evidence

For all Formal Complaints of Sexual Harassment (including where employees are Respondents), UEI applies the preponderance of the evidence standard, meaning that it is “more likely than not” that something did or did not occur.

B. Presumption of Non-Responsibility

A Respondent is presumed not responsible for the alleged Sexual Harassment until a determination regarding responsibility is made at the conclusion of the grievance process.

C. Advisor

As outlined in the written notice of allegations, the parties may have an advisor of their choice present at any stage of the process. The advisor is allowed to be present at any meeting, but is required to be at the live hearing for the purpose of conducting cross-examinations. If the party does not have an advisor for the live hearing, UEI shall provide, without fee or charge to that party, an advisor of UEI’s choice. The Complainant and Respondent may not conduct cross-examination.

D. Investigation Process

A Formal Complaint shall be investigated by the Title IX Coordinator or other trained designee ("investigator"), who will conduct interviews and gather evidence. The investigator will objectively evaluate all relevant evidence and avoid credibility determinations based on a person’s status as a Complainant, Respondent, or witness. The investigator shall be free from conflicts of interest or bias for or against the Complainant or Respondent.

Both parties shall have an equal opportunity to submit and review evidence throughout the investigation process, including the opportunity to present fact and expert witnesses and other inculpatory and exculpatory
evidence. UEI shall not restrict the parties’ ability to discuss the allegations or gather or present evidence.

The scope of an investigation will vary depending on the allegations and circumstances of each individual Formal Complaint. Each Formal Complaint will be assessed on an individualized basis. For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the Formal Complaint;
- Gathering additional information or statements from Complainant;
- Gathering information from any witnesses (for example faculty, staff or other students with potentially relevant information);
- Reviewing relevant documentation and policies;
- Obtaining a response, written statement and other information from Respondent.

The investigator shall provide written notice to the parties in advance of any meeting, interview, or hearing conducted as part of the investigation in which they are expected or invited to participate.

E. Review of Evidence

Before concluding the investigation, UEI shall provide the parties and their advisors, if any, the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including all inculpatory and exculpatory evidence. The evidence will be provided to the parties in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The investigator will consider the written responses before the completion of the investigative report.

F. Investigative Report

At the conclusion of the investigation, the investigator will create an investigative report that fairly summarizes the relevant evidence. The investigative report shall be provided to the parties (and their advisors) in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The final investigative report will be provided at least 10 days before the live hearing so the parties have the opportunity to review and provide written responses.

G. Live Hearing

If a Formal Complaint is not or cannot be resolved through informal resolution, UEI shall hold a live hearing ("hearing"). The hearing will be overseen by the applicable Campus President/Executive Director or other trained designee ("decision-maker"), separate from the Title IX Coordinator or investigator. The decision-maker shall be free from conflicts of interest or bias and shall be trained on how to serve impartially, issues of relevance and any technology to be used at the hearing.

The hearing may be conducted with all parties present physically or virtually, so long as all participants are able to see and hear one another in real time. A party is prohibited from solely participating in the hearing by telephone. At the request of either party, the school will permit the parties to be in separate rooms during the entirety of the hearing. The school will create an audio or audiovisual recording, or transcript of the hearing.

1. Cross-Examination

During the hearing, every witness may be subjected to cross-examination by the party's advisor. The school will allow a party’s advisor to directly and in real time present all relevant questions and follow up questions to another party or witness, including the advisor challenging the credibility of a party. Cross-examination must come from a party’s advisor and may not come directly from a party.

If a party or witness does not submit to live cross-examination, the decision-maker will not rely on any statement made by that party or witness when making the decision about the Respondent’s responsibility. Only statements that have been tested for credibility through cross-examination at the hearing may be considered by the decision-maker in reaching a responsibility determination. This includes statements against interest.

By way of example, if a party makes a statement against interest to the investigator during the investigation, but subsequently declines to participate in the hearing or otherwise be subject to cross-examination, the
statement made to the investigator will not be relied upon in making a determination regarding responsibility. The decision-maker will also not draw any inference regarding responsibility based solely on a party’s or witness’ absence from the hearing or refusal to answer cross-examination or other questions.

2. Questions Must Be Relevant

Questions posed to parties and witnesses at the hearing must be relevant. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker must determine whether the question being asked is relevant and provide an explanation as to any decision to exclude a question as not relevant. Questions relating to a Complainant’s prior sexual behavior are irrelevant unless the questions are offered to prove someone else was responsible for the alleged conduct or offered to prove consent.

3. Evidence Limitations

UEI will not rely on or seek disclosure of information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege. UEI will not access or use a party’s medical, psychological, or similar treatment records unless the party provides voluntary, written consent.

H. Written Determination

Based on all relevant evidence obtained during the investigation and hearing, the decision-maker shall issue a written determination. The written determination will include a determination of responsibility as well as a written finding of facts. The determination will include a description of the procedure from Formal Complaint through hearing and clearly state a conclusion regarding whether the alleged conduct occurred as alleged or at all and support each conclusion with the rationale relied upon. The written determination will also indicate the sanctions imposed on the Respondent and whether remedies will be provided to the Complainant.

Following a determination of responsibility, appropriate corrective action will be taken, and UEI will take steps to prevent recurrence. Sanctions will be determined on a case-by-case basis. Possible sanctions may include, but are not limited to:

- **Warning**: Notice, in writing, that continuation or repetition of the misconduct may be cause for additional disciplinary action.
- **Disciplinary Probation**: Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other UEI policy violations may result in further disciplinary action.
- **Restriction on Contact**: Restricting the Respondent from contacting the Complainant.
- **Suspension**: Exclusion from UEI premises, attending classes, and other privileges or activities for a specified period of time.
- **Expulsion**: Permanent termination of student status and exclusion from UEI premises, privileges, and activities.
- **Termination**: Termination of employment*.
- **Other**: Other sanctions may be imposed instead of, or in addition to, those specified here.
- **Multiple Sanctions**: More than one of the sanctions listed above may be imposed for any single violation.

*Employees are also subject to processes and discipline determined by the campus under the applicable policies outlined in the Team Member Handbook, which are separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.

The determination will be sent simultaneously to the parties along with information to both parties regarding the process of filing an appeal.

I. Appeals

Either party is permitted to file a written appeal of a determination regarding responsibility within ten (10) calendar days after receiving the written determination. The written appeal must be limited to 10 pages, double
spaced, 12 point font. A party is permitted to appeal only based on the following grounds:

- Procedural irregularity that affected the outcome;
- New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome; or
- The Title IX personnel had a general or specific conflict of interest or bias that affected the outcome.

The appeal will be ruled on by the applicable Regional Vice President of Operations or other trained designee. The parties will be informed in writing of the outcome of any appeal within thirty (30) days of receipt of the appeal. The appeal decision is final.

J. Time Frame for Completion of Entire Grievance Process

Generally, the grievance process consists of filing a Formal Complaint, investigation, hearing, determination (including sanctions and remedies as applicable) and appeal. The grievance process, barring extenuating circumstances, will conclude within ninety (90) days from the date a Formal Complaint is filed. However, the length of time will vary, making the grievance process shorter or longer depending on the complexity of the investigation, the severity and extent of the alleged Sexual Harassment, the quantity and availability of witnesses, and other factors of significance that may affect the length of the investigation. Any delay or extension of the grievance process will be temporary, limited and for good cause and UEI shall notify the parties of the reason for any short-term delay or extension.

K. Retaliation

UEI will not retaliate against any individual for exercising rights under Title IX, including the participating in or refusing to participate in the filing of a Formal Complaint, the investigation, or any proceeding or hearing. Examples of prohibited retaliation include intimidation, threats, coercion, or discrimination, and specifically include bringing charges against an individual for student code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same fact or circumstances as a report or complaint of sex discrimination or Sexual Harassment.

Exercising rights protected under the First Amendment does not constitute retaliation. In addition, charging an individual for making a materially false statement in bad faith in the course of an investigation does not constitute retaliation.

If you believe you have been retaliated against, you should contact the Title IX Coordinator or utilize any of the mechanisms outlined in this school catalog or Team Member Handbook.

L. Recordkeeping

UEI shall maintain records of Title IX activities as required by law, including records of:

- Sexual Harassment investigations, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the school’s education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution; and
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

UEI shall create, and maintain for seven years, records of any actions (including any supportive measures) taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, UEI shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school’s education program or activity. If a school does not provide a Complainant with supportive measures, the school will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
M. Training

The Title IX Coordinator and all personnel involved in the Title IX process outlined in this policy shall be trained on:

- The definition of Sexual Harassment;
- The scope of the school’s education program or activity;
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution process, as applicable; and
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, bias and sex stereotypes.

Investigators and decision-makers will receive training on issues of relevance, including how to apply the rape shield protections provided only for Complainants. Decision-makers will also receive training on any technology used at a hearing.

UEI shall publish all training materials on the applicable school website on the Student Consumer Information page.

N. Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with UEI’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

O. Sexual Violence

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and the Violence Against Women Reauthorization Act of 2013 (“VAWA”), UEI will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking (collectively referred to as “Sexual Violence”) to students and employees. Additional policies and procedures regarding Sexual Violence are contained in the school’s Annual Safety and Security Report (“ASR”) distributed by October 1st of each year. The school’s most recent ASR is located on the applicable school website on the Student Consumer Information page.

REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), UEI College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus Disability Compliance Coordinator has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

UEI College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the Campus Disability Compliance Coordinator. Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.
STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student may make an appeal in writing to the company's Complaint Hotline, "The Answer Program", send an email to: Answerprogram@iecglobal.com or call toll free (866) 591-8588. The appropriate individual in the Irvine Support Team will be assigned to the concern immediately and will contact the student to discuss the situation.

Answer Program
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

A student may consider contacting the Accrediting Council for Continuing Education and Training (ACCET):

CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N. Street N.W., Washington, D.C., 20036, Phone (202) 955-1113.
Email: complaints@accet.org
Website: www.ac cet.org

A copy of the Grievance Complaint Form is available at the campus and may be obtained by contacting the Director of Education.

If a complaint is not settled at the institutional level, the student may contact the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 West Adams, Suite 3008, Phoenix AZ 85007, (602) 542-5709, http://azppse.state.az.us

A copy of the Grievance Complaint Form is available at the campus and may be obtained by contacting the Director of Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An "eligible student" under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised below.
1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

With certain exceptions, an "education record" is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school 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 Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.

If the school decides not to amend the record, it will notify the student in writing of the decision and the student's right to a hearing with school officials regarding the request for amendment. Additional information regarding procedures will be provided to the student when notified of the right to a hearing.

Note: The preceding procedure shall not be available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.

3. The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Students may consent to their school disclosing PII from the student’s education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student’s education record.

There are instances in which a school is permitted to disclose a student’s education records without a student's prior written consent. In accordance and subject to all FERPA requirements, our school may disclose education records without a student’s prior written consent as follows:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
- 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.
- 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.

- 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.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding 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.
- 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.

As stated above, FERPA permits institutions, within established guidelines, to disclose “directory information” without a student’s prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

- Name, address, telephone number, and e-mail address
- Date and place of birth
- Enrollment status
- Dates of attendance and graduation
- Field of study
- Diploma/Degree received

Students may request that directory information not be released. To request restriction of directory information, a request must be made. Please contact the campus Registrar or a Student Finance representative who will assist with this process.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the U.S. Department of Education that administers FERPA: Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog.
Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Executive Director/Campus President.

PHOTO ID and UNIFORM POLICY
Students are issued one UEI College photo ID card with a lanyard at no charge.

ID cards must be worn with the lanyard provided at all times while on campus and displayed photo-side facing forward. During certain hands-on classroom procedures, students may need to remove the ID card for safety purposes, however students must wear their ID card at all other times while on campus.

Students not wearing their UEI College ID card or uniform may not be admitted to the campus or to class.

Cards which have expired dates will be reissued to active students free of charge. It is each student's responsibility to see the appropriate person at his/her campus to request a current card. The expired ID card must be turned in to receive the updated ID card at no charge. Externship students are required to wear their ID cards at their externship work sites.

Students attending UEI College are required to wear their designated program uniform to class every day.

The first violation of this policy will result in one verbal warning with no penalty. Additional infractions will result in the student being sent home. Students not in uniform may be prohibited from attending their class at any time. In addition to wearing the program uniform, students are required to do the following:

- Fingernails must be kept short and clean
- Keep uniforms clean
- Wear lab coats during all lab and clinical procedures
- Remove all visible piercings during class for safety purposes and professionalism
- Refrain from wearing any hats or other head coverings
- Refrain from wearing excessive jewelry, makeup, or perfume
- Keep facial hair neatly trimmed
- If possible, keep visible tattoos covered
- Keep long hair tied back during all lab and clinical procedures

Students are provided with a Professional Appearance and Dress Code Policy at enrollment. Please refer to these documents for program specific uniform requirements.

CATALOG REVISIONS
Curricula, policies and other matters discussed herein are subject to change at the discretion of the College. Changes will be reflected immediately in a revised version of the Catalog and/or in the supplement to this Catalog that will then be considered an integral part of this publication.

CRIME AWARENESS AND CAMPUS SECURITY
Annually, UEI College publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school's policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen or damaged on campus, in parking lots, at externship sites, or during any school activities.

CERTIFICATION AND STATE LICENSURE
It is the responsibility of each student to read the certification, state board, or licensing requirements reflected in the program outline section of the catalog and program disclosures. Students are also advised that such requirements may change during the course of a program. The College cannot guarantee any student's
eligibility to sit for or pass an exam or to become licensed. Students are not automatically certified or licensed upon graduation.

As noted in the specific program outline, a high school diploma or GED may be required to sit for a particular exam or to become licensed. Additionally, there may be a minimum age requirement for some exams or licenses. A criminal background check may also be required for certification or licensure. A student should contact the Director of Education and/or appropriate agency to understand the scope of the background check and what crimes may prohibit certification or licensure.

For licensure, certification or registration requirements, please see the supplement insert for this Catalog.

ELECTRONIC COMMUNICATIONS POLICY

UEI College (or “the College”) requires all students to use electronic communications in a responsible, ethical, and legal manner. The College values freedom of expression and encourages diverse viewpoints customary to an academic institution. In situations where UEI does not provide Internet service for its students, it cannot control and censor electronic communications submitted by students from their personal computers. However, the College may monitor the College’s own website and the internal email system. The College uses and will take reasonable measures to ensure that offensive or harassing communications, or other communications which may jeopardize the integrity of the College, have not been made available to students. If a student should become aware of any such communication, they should promptly report such communication, pursuant to the procedures set forth in the Student Complaint and Grievance Procedure outlined in this Catalog.

All computer equipment provided by or accessible at or through the school, including but not limited to the following software and hardware, is exclusively intended to assist students in their educational activities: email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and related supplies, if provided by the College. Students should not expect that computer files, email, voicemail, or Internet bookmarks or histories are confidential or private. Therefore, students should have no expectation of privacy related to their usage of these systems. Even when a message or file is deleted or erased, it is still possible to recover the message or file, and, therefore, privacy of messages and computer files cannot be and is not guaranteed. Messages sent through these media and the contents of the hard drives of any computer that is the property of the College, as well as saved voicemail messages, may be considered business records of the College and could be used in administrative, judicial, or other proceedings.

Downloading, distributing, or sending obscene material is strictly prohibited. The use of College facilities or equipment to upload, download, generate, distribute, or send pornographic materials is also strictly prohibited, including, but not limited to, visiting or bookmarking any such websites, or opening, sending or forwarding any such emails, faxes or voicemail messages.

Any communications by students sent or received via email, instant messenger, voice mail, or fax, using College facilities or equipment, that may constitute verbal abuse, slander, or defamation, or that may be considered offensive, harassing, vulgar, obscene, or threatening, are strictly prohibited. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status. Any individual with a complaint about such communications should refer to the Non-Discrimination and Equal Opportunity section in this Catalog.

Students may not use the College’s computer system in any manner that infringes upon the copyright of others. Copyright law protects the exclusive rights in images, music, text, audiovisual materials, software, and photographs. The distribution, display, performance, or reproduction of any copyright-protected material through the College’s computer system without the permission of the copyright owner is strictly prohibited.

In addition, the College licenses software to support its educational processes. Students are not permitted to copy, remove, alter, or install software, except when it is required by a course’s instructor as part of the established curriculum for the course.

By using the College’s computer facilities, equipment, software, and communications devices, all students knowingly and voluntarily consent to have their use of these systems monitored, as well as acknowledge the
College’s right to conduct such monitoring. Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion.

ACADEMIC INFORMATION

Delivery Method

The institution is approved to offer programs through residential and Hybrid delivery. Under residential delivery, all courses in a program are held at the campus. Hybrid programs are delivered through online lecture and residential/online lab. Externship courses are offered residually (on-ground). Refer to the program outline for details for each program delivery method.

ATTENDANCE

UEI College encourages all students to attend class on a regular and consistent basis by adhering to the following attendance policy. Additionally, all students in a hybrid program are expected to submit completed academic activities for the online portion of the program.

Absent - The student will be considered absent if s/he fails to attend the assigned class session. For Hybrid Programs, the lack of academic activity for more than seven (7) consecutive calendar days will result in an absence.

Student Attendance Record Monitoring

Students are required to regularly check their daily attendance records in the student portal in order to ensure his/her attendance was recorded accurately. In the event that a student’s attendance was not recorded accurately, the student must immediately notify the Registrar and/or Director of Education in order to have the attendance record corrected. If a student does not report an issue relating to an attendance record within two school days from the date of attendance, the presumption is that the attendance record is complete and accurate and the student’s right to appeal is waived. Inaccuracies in attendance that have not been checked and corrected may have a detrimental impact on a student’s academic good standing.

Student Attendance Monitoring

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class (the first missed academic activity in the online portion of the program) to discuss and implement actions and options to remedy absenteeism.

Student attendance will also be monitored each module. At the end of a student’s module, a progress report will be automatically generated by the Electronic Student Database (ESD) and sent via email to the student. The progress report will include the student’s current cumulative attendance rate.

If a student is absent for more than 25% of the scheduled hours for any module (excluding externship), he/she will be given a failing grade for that module and will be required to repeat the module. Attendance activity from the repeated module will replace the attendance activity from the failed module upon successful completion of the repeated module. Calculation of the 25% absence includes time marked as “tardy” or “leaving early” as well as full days of absence. Exceptions to the 25% maximum absence rate may be considered only for extenuating circumstances and are subject to review and approval by the Corporate Education department. “Extenuating circumstances” must be supported by verifiable documentation and are defined as the following:

a) Death of an immediate family member
b) Medical emergency of the student or an immediate family member
c) Military assignment
d) Unexpected and severe life or financial conditions which required a brief period of adjustment (e.g. loss of housing, loss of job, etc.)

Students who have failed a module due to attendance must be advised. Advisements must clearly outline consequences of failing to meet minimum cumulative attendance requirements, including repeating a module.
delaying externship, and/or delaying graduation, and include an action plan and timeline for attendance remediation.

**Cumulative Attendance Progress**

A student is required to achieve a minimum cumulative attendance of 80% by the midpoint of the program. Tardies and leaving early are counted against student attendance. If a student achieves below 80% cumulative attendance at the midpoint of the program, the student will be placed on attendance advisement. The attendance advisement will include a specific action plan and progress timeline to ensure that the student will have achieved the minimum attendance requirement by the end of the didactic portion of the program and/or by the end of the entire program. The advisement will notify students of the consequences of failing to meet the minimum 80% attendance requirement, including repeating modules, delaying externship, and/or delaying graduation.

An advisement action plan may include coaching, tutoring, and other learning sessions and activities that may be scheduled during the times different from the student’s regularly scheduled class-time.

**Overall Cumulative Attendance for the Program**

Students must achieve minimum of 80% of overall program attendance in order to graduate. The overall program attendance includes the externship module, as applicable.

If a student achieves below minimum required cumulative program attendance of 80% by the end of the last module, the student will be required to repeat a module(s) with low attendance to achieve the required program minimum, even if the student has passed the module(s) academically. Tardies and leaving early are counted against student attendance.

Repeated modules are counted as attempted modules in assessment of program completion within maximum 150% program length. Attendance percent from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

**14 Days of Absences**

If a student is absent from school for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

**EXTERNSHIP ATTENDANCE FOR DIPLOMA PROGRAMS**

For most programs, the final module of training is externship and is a requirement for graduation. The institution secures the externship sites for students and assigns an instructor to the student. Externships are held at approved off-campus sites and are designed to be instructional in nature by providing students with hands-on experience. The externships do not primarily consist of clerical, administrative, secretarial, or receptionist duties.

While the institution secures externship sites for students, externships are a cooperative effort between the institution, the students and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students may notify the institution of a preferred site they have located. In such an event, the institution makes no assurance as to when or if the student’s selected site will be available and may result in a student being withdrawn from the program due to non-attendance.

Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs,
the school does not guarantee evening or weekend externship sites. If, for any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who are unable to secure an externship site within 14 days (as described in the attendance policy) will be dropped from the program. Certain externship sites require that criminal background checks, medical examinations and/or drug screenings be performed on all student extern applicants. These sites will consider only those applicants who pass their criminal background/medical examination/drug screening requirements as potential externship candidates.

TERMINATION POLICY
1. The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected. A student's enrollment may be terminated if a student's behavior, attendance, tardiness, dress, conduct or academic performance or progress does not conform to the rules and regulations of the School, as outlined in this catalog.

2. The School reserves the right to cancel or terminate a student's enrollment for reasons beyond its reasonable control including but not limited to natural disasters, labor disputes, government regulations, acts of terrorism or war, or equipment failure. Students will be duly notified. Students may also be terminated for failure to meet financial obligations to the school, failure to fully comply with program and/or externship/clinical requirements, or violation of any of the conditions set forth in the Enrollment Agreement.

RE-ENTRY POLICY
A student who has withdrawn or has been terminated may apply for re-entry by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 18 months from their last date of attendance and will be given credit for any class that was successfully completed. A student re-entering the school over 18 months from their last date of attendance may be required to repeat the entire program.

PROGRAM TRANSFERS
Students who wish to change from one program to another may do so, as long as they meet both general and programmatic admissions requirements. A new enrollment agreement must also be signed.

If a student was not making Satisfactory Academic Progress in his/her original program of study, the student will be required to successfully submit a SAP Appeal. Refer to the SAP policy for appeal requirements. Students who want to change their programs must first go through the Director of Education's office for approval.

Financial obligations are subject to change upon changing programs. Therefore, students considering a change in their programs should meet with a Financial Aid Representative to understand the impacts of a change in program.

Changes to Academic Programs or College Policies
The College has the right, at its discretion, to make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving the students’ educational experience. The College reserves the right to make changes in organizational structure, policies and procedures as circumstances dictate. Additionally, the College has the right to make faculty changes as deemed necessary. All substantial changes are approved by the College’s state and accrediting agencies.

The College is required to make changes in programs or policies when ongoing federal, state, or accrediting changes require such changes. These changes may affect students currently in attendance at the time the change is made. Changes will be published in a revision to the Catalog.

Changes in training curricula shall not involve additional tuition cost to currently enrolled students unless a new enrollment agreement is executed for an expanded program.
A change in a student’s status that would require execution of a new enrollment agreement under a new training curriculum may include: change of program of study or late return from approved leave of absence.

Students are required to check with the College’s campus, or online at www.uei.edu for any changes to the Catalog, including College’s policies, program updates, and/or other changes.

**LEAVE OF ABSENCE (LOA)**

If an emergency situation arises, such as a family tragedy, medical condition, or military obligation or course schedule change, making it necessary for a student to interrupt his/her training, the College, at its’ discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student’s academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the American’s with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.)
8. Students may request an extension of an LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
10. Upon approval of and during an LOA, the school does not assess the student any additional institutional charges, the student’s need may not increase, and the student is not eligible for any additional Federal Student Aid.

Pursuant to the Department of Veteran’s Affairs Guidelines, students receiving veteran’s benefits will not be eligible for veteran’s educational benefits while on Leave of Absence.

**Intent to Return**

If a module is unavailable due to unexpected schedule changes, making it necessary for a student to interrupt his/her training, the school may permit a student to remain enrolled if student meets the following requirements:

1. The student must request an Intent to Return by using a Student Status Change Form available from the school.
2. The intent to return may not exceed 45 calendar days from end of the module student ceased attending school.
3. The applicable School Official must approve and sign the Intent to Return request prior to the start date of the period.
4. Intent to Return may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date.
5. An Intent to Return cannot be granted in a student’s first didactic module unless the student requests a reasonable accommodation under the American’s with Disabilities Act (ADA).
6. Upon approval of and during the Intent to Return period, the school does not assess the student any additional institutional charges, the student’s need may not increase, and the student is not eligible for any additional Federal Student Aid.
7. The school must provide an explanation to the student, prior to granting the Intent to Return, regarding the effects that the student’s failure to return from an Intent to Return may have on the student’s loan repayment terms, including the expiration of the student’s grace period.
8. Students must return on a module start date of a module needed for graduation. Exception: Intent to Return does not apply to those students on externship or expected to start externship.
9. Student must be physically present in class when attendance was taken. For the online portion of a class, students are marked present upon completion of an academic activity.
10. Existing Financial Obligations remain in effect during an Intent to Return period.
11. Students who fail to return to class on their scheduled Intent to Return return date are dropped from the program.
12. An Intent to Return may be extended if a written request is received on or prior to the scheduled return date and it does not extend past the 45 calendar days after the end of the module the student ceased attending.

TARDINESS POLICY
All students are expected to arrive to class on time and prepared to learn. As classes begin promptly, arriving late to class may cause students to miss valuable material. If a student is tardy for class, as defined below, time missed will be counted toward the total hours missed.

Tardy - (Residential Programs and Residential Portion of Hybrid Programs) Arriving late for class or leaving early from class. Tardies and early departures will be recorded in 15 minutes increments and rounded to the nearest 15 minute increment as follows:

• 01-07 minutes of every 15 minute period is round down to nearest 15 min increment.
• 08-14 minutes of every 15 minute period is round up to nearest 15 min increment.

TRANSCRIPT POLICY
Student records of academic progress are permanently maintained by the Registrar’s office. These records are available to active or withdrawn students and graduates at their request. All requests for transcripts must be submitted to the Registrar’s office in writing with a valid student signature releasing this information. Official transcripts sent to other schools will be mailed from the College in a sealed envelope. Diplomas, certificates, and transcripts will NOT be issued to a student or other institutions directly unless the student has met all requirements including the satisfaction of all financial obligations.

Upon successful completion of his/her educational program, each eligible student will receive an official transcript and official diploma. There is no charge for the first official transcript and diploma; however, additional fees will apply for additional copies of official diplomas and official/unofficial transcripts.

Additional copies of an official diploma and official/unofficial transcripts may be obtained at the request of the student. The request should be made through the online portal located on the school’s website: https://www.uei.edu/

The fees for additional copies of a transcript/diploma are:
- $30 for Official Diplomas
- $30 for Official Transcripts
- $5 for unofficial Transcripts
- No charge for an Education verification

TRANSFER OF CREDIT POLICY
Students who have completed similar training courses at other UEI or non-UEI institutions may apply for transfer of credit according to the following policies and procedures:

1. Complete and submit a Transfer of Credit application to the Director of Education.
2. Provide an official transcript and a catalog with course descriptions of the prior postsecondary training. Official transcripts are required to post transfer credits. Unofficial transcripts can be used to evaluate credit. Photocopies will not be accepted. If the transcripts are not in English, they must be translated and evaluated by an approved agency, which is paid for by the student.
3. Courses from accredited postsecondary training programs that correspond directly in content, scope and length to UEI courses will be considered for credit. Coursework must have been completed at an
accredited postsecondary educational institution accredited by an agency recognized by the United States Department of Education.

4. Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.

5. Only training courses with a grade of C or 2.0 or above will be considered for credit.

6. Credit by examination, prior work experience, internships or practicum are not accepted.

7. No more than 50% of the total credits of the program can be accepted from transfer credits outside of the UEI school system.

8. Students transferring from another UEI campus or other non-UEI institutions may be granted credit for all passing courses, based on the criteria described in Step No. 4.

9. All decisions made by the Director of Education regarding transfer of credit are based wholly on the criteria as stated in these policies and procedures.

10. UEI does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one’s tuition charge and may affect financial aid eligibility and the length of one’s program.

11. All transfers of credit must be requested, reviewed, and approved prior to the start of a student’s program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received.

Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit application.

The school will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution.

UEI College does not guarantee transferability of its credits to any other college, university, or institution. Any decision on the comparability of credits and whether or not they should be accepted is solely at the discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the College’s programs are not designed for transfer to other institutions.

**Veteran’s Credit for Previous Education or Training**

Students must report all education and training. Students who will be using Veterans Administration (VA) benefits are required to transfer all courses that were completed at another institution, including military training, regardless if VA benefits were used while at that institution. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

**DEFINITION OF A MODULE**

All programs at UEI College consist of instructional modules. A module is a self-contained unit of instruction. With the exception of the Heating, Ventilation, and Air Conditioning program, students can enter at the beginning of any module except externship and continue in the cycle until completion of the program.

**PROGRAM TUITION AND FEES**

The tuition for all programs is due and payable at the time of enrollment. There is no registration fee for any program. Tuition and fees are the same for in-state and out-of-state students. Tuition can be paid by any of the following methods: Cash, check, credit, loans, grants or scholarships. Please see the tuition table in this catalog, for your program tuition.

**UNIT OF CREDIT**

**Semester Credit Programs**

The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of
time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break. For financial aid purposes, one semester credit unit is equivalent to 37.5 clock hours.

Clock Hour Programs
Clock hour programs are scheduled to attend 25 hours per week and courses are taught in four week modules. New class starts will occur every four weeks. For programs with 900 or more clock hours, the academic year is comprised of 9 four week modules. The number of modules in an academic year for programs that are less than 900 clock hours is calculated by dividing the program clock hours by 100 hours.

For financial aid and SAP purposes, an academic year is defined as 900 scheduled clock hours. For programs less than 900 clock hours the length of the program is the academic year. The payment period is equivalent to ½ of the academic year for clock hours.

Published Program Length

Instructional Weeks: The total instructional time consisting of lecture, lab and externship required to complete the program as measured in weeks. Instructional weeks are an element only used by regulatory agencies to determine that a program will meet its required objectives.

Normal Time to Complete: The instructional weeks, as noted above, do not include holidays, scheduled breaks or the actual time to complete an externship. Due to various start dates and scheduled breaks within the year, the normal time to complete represents a more accurate completion length of time for the average student in each program. The normal time to complete is the average time from a student’s start date to the student’s graduation date as measured in weeks. This normal time to complete does not however take into account students who receive transfer credits, take a leave of absence or are required to repeat a class.

HOMEWORK AND PRACTICE OUTSIDE OF CLASS
It is important for students to understand that time must be devoted to homework and skill development practice. Students are expected to perform learning activities outside of their class. Such out-of-class work enables students to master the competencies of the courses and leads toward the achievement of the program objective. Student work outside of class may include, but is not limited to the following:

- Reading assignments in preparation for new lessons or reinforcement of learned concepts
- Worksheets or questions aimed at helping students comprehend what they have read
- Writing assignments
- Projects that are designed to allow students to apply learned knowledge
- Case studies designed to teach students critical thinking and problem-solving skills
- Applied research conducted to enrich comprehension of certain concepts and principles
- Mathematical problems and practices to enhance computational skills
- Hands-on practices to build and enhance proficiency in psychomotor skills

Assessment of Work Outside of Class
Assessment of student work outside of class varies from module to module and assignment to assignment. Some may be assessed for a grade that counts toward the final grade of the course, while others may be intended to help students get prepared for relevant learning activities in the future.

Statement of Work Outside of Class
Student work outside of class is typically specified in the course outline section of each syllabus. More detailed information is provided to students via handouts, worksheets, and project specification documents.

STUDENT PROGRESS – GRADING SYSTEM
Students receive a progress report each module or at any time upon their request. Students will receive grades according to the following grade scale:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Grading System Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>LS</td>
<td>Leave of Absence (Attendance 25% and less than)</td>
</tr>
<tr>
<td>AF</td>
<td>Attendance Fail</td>
</tr>
<tr>
<td>L</td>
<td>Leave of Absence (Attendance more than 25%)</td>
</tr>
<tr>
<td>WS</td>
<td>Withdrawn (Attendance 25% and less than)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn (Attendance more than 25%)</td>
</tr>
<tr>
<td>EW</td>
<td>An early withdrawal is for all new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog.</td>
</tr>
</tbody>
</table>

Students who do not achieve a letter grade of “C” or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the “D” or “F” grade will remain in the student’s cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

For all programs: All letter grades A through F are used in the calculation of the GPA and completion percentage. W and L, and TC grades are used in the computation of completion percentage.

**Student Progress Reporting**
At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal any attendance or grade. No changes will be made after seven (7) days. While on externship students are evaluated on their performance and receive a letter grade.

**TUTORING**
Tutoring sessions may be scheduled for specific subjects of study by contacting the Education Department. The final decision regarding the number of hours scheduled and the tutor assigned is subject to the approval by the Director of Education. There is no additional cost to the student for these tutoring services.

**GRADUATION REQUIREMENTS**
To be eligible for graduation and receive an official transcript or diploma, the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

**STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**
To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and a minimum rate of completion, which is progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length. Satisfactory Academic Progress is measured according to a SAP evaluation schedule as
specified in the SAP Standards charts included in this policy. The SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

**GRADE CHANGES AND REPEATS**

Within 48 hours from the last day of a module, a final module grade will be calculated and entered into the ESD. Any change to a final module grade must be completed within seven (7) calendar days from the last day of the module. Requests to change a final grade must be reviewed and approved by the Education department within the Irvine Support Team. Once a grade change is processed, SAP will be re-calculated to reflect the new grade.

A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

**Evaluation of Students’ Satisfactory Academic Progress**

For financial aid eligibility purposes, SAP is measured at the end of every financial aid payment period, which usually equates to 4 to 5 consecutive modules, depending on program length. At each evaluation point, the student’s cumulative grade point average (CGPA) and rate of completion are measured. The rate of completion is also cumulative and measures the number of academic credits the student has completed out of the academic credits attempted.

The student is also limited to attempting no more than 150% of the program length in academic credits. Also, if at any point it becomes mathematically impossible for the student to complete the program within 150%, the student will become ineligible for additional Title IV and may be withdrawn.

For academic purposes, student progress is monitored at the end of each module.

Failure to meet the SAP measurement for either CGPA and/or rate of completion will result in the student receiving academic advisement and being placed on a SAP status of FA warning, FA probation, or termination.

The completion charts below contain the SAP standards for CGPA and cumulative rate of completion for each SAP evaluation point.

<table>
<thead>
<tr>
<th><strong>SAP Standards</strong></th>
<th><strong>8-Modules Program</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAP Evaluation Schedule</strong></td>
<td><strong>Minimum Rate of Completion</strong></td>
</tr>
<tr>
<td>First Evaluation (50%, typically 5 modules)</td>
<td>60%</td>
</tr>
<tr>
<td>Second Evaluation (100%, typically 8 modules)</td>
<td>62.5%</td>
</tr>
<tr>
<td>Maximum Timeframe (150%, typically 12 modules)</td>
<td>67%</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th><strong>SAP Standards</strong></th>
<th><strong>9-Modules Program</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAP Evaluation Schedule</strong></td>
<td><strong>Minimum Rate of Completion</strong></td>
</tr>
<tr>
<td>First Evaluation (50%, typically 5 modules)</td>
<td>60%</td>
</tr>
</tbody>
</table>
Second Evaluation (100%, typically 9 modules) | 66.7% | 1.85

Maximum Timeframe (150%, typically 13 modules) | 67% | 2.0

All students must have a minimum 2.0 CGPA and a 67% completion rate at the end of the program in order to graduate.

**SAP Sanctions**

**FA Warning:** If a student fails to meet SAP for the first time, the student is formally advised and put on FA Warning through the next SAP evaluation. A student is eligible for an additional disbursement of financial aid while on FA warning status. The student will be notified in writing of this change in SAP status.

**SAP Termination:** If a student fails to meet SAP by the end of the FA warning or probation period and/or fails to meet the outcomes of the Academic Plan, or reaches a point where it becomes mathematically impossible for the student to complete his or her program within the MTF, the student is no longer eligible for financial aid and may be terminated. The student will be notified in writing of this change in SAP status.

**FA Probation:** If a student is on FA warning and fails at the next consecutive SAP evaluation, the student is terminated from financial aid, but may appeal and be placed on FA probation through the next SAP evaluation. Students on FA probation remain eligible for financial aid for one payment period. The student will be notified in writing of this change in SAP status.

**Conditions for Probation:**

1. Student must appeal to be placed on probation;
2. An Academic Plan with a specific timeline and expected rate of completion and/or GPA outcomes is required before an appeal may be granted;
3. In rare instances, the Academic Plan may exceed MTF based on a case by case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

**Appeal Procedure**

If a student is determined to not be meeting SAP requirements at the evaluation point after the FA warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. The appeal must include what caused the student to fail to meet SAP, which must be an extenuating circumstance, such as an illness or accident, and include a description of what has changed/improved going forward that will allow him/her to achieve SAP by the next evaluation point. Students will be notified in writing of the termination status and their right to file an appeal within two business days of the receipt of the notification. If the appeal is granted, the student’s financial aid will be reinstated for one additional payment period or for the duration of the Academic Plan, as applicable.

**How Different Grades and Statuses Count in the SAP Measurements**

**Leave of Absence:** Actual time taken for an approved Leave of Absence (LOA) and a module in which LOA began will not be included in calculation of pace of completion and maximum time to complete the program.

**Withdrawals:** A module from which a student withdraws and receives the grade “W” or “WS” will be included as an attempted module in calculation of pace of completion and MTF to complete the program, but will not impact the GPA. The “EW” grade does not have a SAP impact.

**Transfer Credits and Repeated Modules:** Transfer credits, failed modules, and repeated modules will be counted as attempted in the rate of completion and the MTF. Transfer credits and repeated modules that are successfully completed will be also counted as successfully completed. Transfer credits are not counted towards the CGPA. For repeat courses, the highest achieved grade for that module becomes the official grade and is average in the CGPA.

Incomplete grades are not given at the institution.
Reentry after SAP Termination
The student may appeal to reenter into the same program; such appeals will be reviewed on a case-by-case basis. An appeal to reenter does not automatically reinstate the student's financial aid eligibility. If the appeal is approved, the student is allowed to reenter but will return on the same SAP status as the point of withdrawal. The only exception being an approved appeal and placement on FA probation status. Otherwise, the reentry will be without financial aid and the student will be required to make alternative payment arrangements. The student may also have his or her financial aid reinstated by meeting the minimum SAP standards by the next evaluation point.

STANDARDS OF SATISFACTORY PROGRESS FOR STUDENTS RECEIVING VETERAN ADMINISTRATIONS (VA) EDUCATIONAL BENEFITS

In addition to adhering to the general SAP requirements, students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each module. A VA student whose CGPA falls below 2.0 at the end of any modules will be placed on academic probation for a maximum of two consecutive modules of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive module of probation, the student's VA educational benefits will be terminated. However, they may still be eligible to receive Federal Student Aid. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition UEI College to be recertified to receive VA educational benefits after one module has elapsed and after attaining a CGPA of 2.0. Students using VA educational benefits must consult with the Director of Education for advising prior to changing programs of study.

DEFINITIONS
CGPA – Cumulative Grade Point Average is the average of all grades for the student in the current program of enrollment. It is calculated by adding up the corresponding numeric grade for each class (e.g. A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0) and multiplied by the class credits (as outlined in each program description) the total sum is divided by the total sum of the attempted class credits.
## TUITION AND FEES**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Total Charges*¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant (Diploma)</td>
<td>$19,900</td>
</tr>
<tr>
<td>Heating Ventilation &amp; Air Conditioning (Diploma)</td>
<td>$19,900</td>
</tr>
<tr>
<td>Medical Assistant (Diploma)</td>
<td>$19,900</td>
</tr>
<tr>
<td>Medical Billing and Insurance Coding (Diploma)</td>
<td>$19,900</td>
</tr>
</tbody>
</table>

*Effective for programs starting on or after January 1, 2020*

* Includes tuition, books, supplies and uniforms.
¹ Workforce Agency/MyCAA recipient contracted charge is $10,000.
** Tuition rates are subject to change.
*** All tuition are mandatory charges
GENERAL ADMISSIONS REQUIREMENTS

ADMISSIONS REQUIREMENTS

All applicants to UEI College must be at least 17 years of age and must be a high school graduate, have a certification of General Educational Development (GED).

Applicants 18 years of age or older, who are not High School graduates or GED holders, may apply as “Ability to Benefit” students.

Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. If a student cannot provide acceptable POG no later than fourteen (14) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), the student’s enrollment at the College will be cancelled.

Applicants to the College must provide one the following:

a. Copy of a standard High School Diploma that lists the date of graduation; from a school that appears on the Acceptable High School list
b. Copy of a high school transcript that lists the date of graduation; certificates of completion and special diplomas are not acceptable for Admission
c. If the applicant has graduated from a foreign high school, the applicant must provide:
   a. Diploma or transcripts from a foreign high school, and
   b. Translation and evaluation of a foreign high school credential by a qualified agency that states the credential is equivalent to a U.S. high school diploma
d. Copy of General Education Diploma (GED) certificate; from an approved testing agency that appears on the Acceptable list
e. Copy of GED passing test scores; from an approved testing agency that appears on the Acceptable list
f. Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number
g. Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number
h. College transcript for an Associate Degree, Bachelor Degree from a post-secondary institution recognized by the U.S. Department of Education
i. Proof of home school completion that demonstrates the student graduated and met the minimum State graduations requirements
j. Meet the requirements to be admitted on the basis of an Ability to Benefit (ATB); refer to the ATB requirements in the catalog.

UEI College offers programs in a hybrid format. Hybrid students are required to attend online and residential classes.

All applicants must also meet and/or complete any specific programmatic admissions requirements, if applicable.

In certain circumstances, students may be required by the U.S. Department of Education to provide Identification Documents. Any questions concerning acceptability of a specific ID will be resolved by the Student Finance Department.

APPLICATION PROCESS

How to Apply

Students interested in applying for admission should call, write the College, or visit our website www.uei.edu. It is required that an Admission Representative conduct an initial interview with the prospective student. UEI College prefers that the parent(s) or spouse attend the interview. This gives both the applicant and family the
opportunity to ask specific questions related to the College curriculum and career opportunities. The College catalog is also reviewed.

If the Admission Representative feels that the student’s desire is genuine, an application for admission is submitted. The following items are required to be completed at the time of application:

1. Official College Application
2. Proof of Graduation – As described above.
3. Degrees from outside of the United States – must be translated into English and evaluated by a qualified agency and notarized.
4. Students who possess a foreign high school credential must provide the College with a copy of their translated and evaluated foreign credential issued by an agency qualified to determine that the credential is equivalent to a U.S. High School Diploma no later than 14 day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).
5. Unofficial transcripts must be received prior to the first day of class.
6. Official college transcripts on file for all colleges attended and courses taken for transfer must be received by the 14th day from the scheduled start date.

An applicant who is denied admission by the College shall be entitled to a full refund of all monies paid to the College. No person shall be excluded from participation in UEI College or be subject to any form of discrimination because of race, color, sex, sexual orientation, gender identity or status, national or ethnic origin, religion, age, marital, parental, familial, veteran or military service status, or disability.

Technology and Equipment Requirements
All students may access the computer rooms onsite at the campus to conduct academic activity. Each campus is equipped Wi-Fi and computer rooms that allow access to the internet.

All applicants that apply for admission into hybrid programs must be able to access technology and the internet. On the first day of class, students are expected to attend an on-campus Gateway to Success class/orientation.

Access to technology includes equipment that allows for emails, phone calls, and the use of online learning and interactive tools. The institution’s Learning Management System (LMS) uses a web based system that require a standard web browser.

ABILITY TO BENEFIT (ATB) ADMISSION POLICIES

Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only: Dental Assistant; Medical Assistant; Medical Billing & Insurance Coding; Heating, Ventilation and Air Conditioning. Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The Wonderlic Basic Skills Test (WBST) minimum scores are

Verbal.................................................................200
Quantitative.......................................................210

There are two distinct and different Ability to Benefit classifications. First, it will be determined if the applicant is eligible for the Grandfathering ATB Student classification. If the applicant is not eligible, **He/she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification**

Documentation Requirements for Grandfathering ATB Students
Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

**Question 1:** Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, continue to Question 2.

**Question 2:** Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, the student may not use the ATB alternatives to become eligible for Title IV, HEA student assistance.

**ATB Alternatives:**
- Pass an independently administered, Department of Education approved ATB test, or
- Complete at least six credit hours (225 clock hours), that are applicable toward a degree or certificate offered by the institution

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum scores listed above or must successfully re-test prior to enrollment.

**Note:** Students who have a prior enrollment at UEI College and dropped prior to July 1, 2012 are eligible provided at least one day of attendance is posted. The attendance record must indicate that the student’s last day of attendance was on or after the original start date of the student’s program.

**Documentation Requirements for Eligible Career Pathways Program ATB Students**
A student who passes the Wonderlic Basic Skills Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must participate in to continue in the ECPP. These include:

1. Enrollment into and participation in the Adult Education component of the ECPP;
2. Participation in academic advising throughout the ECPP;
3. Participation in Career Pathway Coaching throughout the ECPP.

**Eligible Career Pathway Program (ECPP) ATB Program Requirements**
Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of receiving a high school diploma or its equivalent.

**Participation in the Adult Education component of the program**

**ECPP Participation Advisement**
A student who fails to participate in the adult education component of the ECPP program once within 14 consecutive days will receive an ECPP participation advisement. A student who fails to participate in the adult education component of the ECPP program once within 45 consecutive days will be placed on a “Withdrawal Warning”.

**ECPP Withdrawal**
A student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider, will be withdrawn from both the adult education component of the ECPP program and the vocational program.
Receiving the earned High School Diploma
If a student completes the adult education component of the program prior to the completion of the vocational component of the program, the student will not receive the high school diploma from the institution until the student graduates from the vocational component of the combined ECPP program.

Program Specific Admissions Requirements
Additional admissions requirements may apply to specific programs. These requirements are listed in the program description sections of the Catalog for the individual programs.

PROOF OF HIGH SCHOOL GRADUATION
Applicants must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency. If a student cannot provide acceptable POG no later than fourteen (14) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), the student’s enrollment at the College will be cancelled. Additionally, students must attest to their high school credential by listing it on their Free Application for Financial Aid (FAFSA) each time they apply for Financial Aid. Students are advised that if, for any reason, the student is selected for verification by the U.S. Department of Education and the student is found to be ineligible for federal financial aid, as a result of their high school credential or any other reason, the student will be required to make alternative funding arrangements to finance their education, before the beginning of the next scheduled module, in order to continue attendance at the College. The College may be required to refund all Title IV aid previously received as a result of an unacceptable high school credential. If this should occur, the student would be obligated to refund any of the funds they received personally as a result of any Title IV disbursement to the school.

The proof of high school graduation (POG) or equivalent provided by the applicant is printed and signed by the applicant in front of a school official, as proof that the POG is true and correct and belongs to the applicant.

Vaccination Policy
For Allied Health programs offered by UEI College which require vaccinations as part of their externship requirements and potential employment post-graduation, the Admissions Department is responsible for explaining and having the student sign the applicable vaccination disclosure.

Arbitration Agreement
Arbitration and Class Action Waiver Disclosure: UEI College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the school prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Answer Program at 866-591-8588.
Program Objective

Students are trained in clinical, radiographic and preventive dentistry procedures. The program is 34 weeks long and consists of eight modules. The first seven modules are 90 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community. Dental Assistant classes have a maximum student teacher ratio of 14:1 for lab classes.

Career Outcomes (soc Code: 31-9091.00)

This program prepares students for an entry-level dental assisting position. Graduates can work in dental offices, dental supply manufacturers, hospital dental departments and insurance companies.

Program Outline:

<table>
<thead>
<tr>
<th>Module Course Number</th>
<th>Course Title</th>
<th>Clock Hours¹</th>
<th>Semester Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 110</td>
<td>Dental Science/Medical Emergencies</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA 120</td>
<td>Chairside Assisting</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA 130</td>
<td>Radiography</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA 140</td>
<td>Dental Material</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA 150</td>
<td>Preventative Dentistry</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA 160</td>
<td>Dental Specialties</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA 170</td>
<td>Prosthodontics/Administrative Assistant</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA 190</td>
<td>Externship</td>
<td>170</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Totals 800 Clock Hours 35.0 Semester Credit Units

¹An additional 90 hours of outside work is assigned for each didactic module.
Licensure or certification is not required to perform basic supportive dental procedures as a Dental Assistant in the state of Arizona.

**Radiography Requirements**

To legally operate dental x-ray equipment and perform dental radiographic procedures in Arizona, a dental assistant must meet the requirements shown below.

A dental assistant must hold a current Arizona Board-approved certificate in radiology. To obtain a certificate, one must:

1a. Pass the national DANB Radiation Health and Safety (RHS) exam, and
1b. Receive the Arizona Radiologic Proficiency Certificate, issued by DANB, OR
2a. Be currently certified in another U.S. jurisdiction that requires successful completion of a written and clinical dental radiography exam, and
2b. Apply to the Arizona State Board of Dental Examiners (ASBDE) for Dental Assistant Radiography Certification by Credential and receive the Arizona Radiologic Proficiency Certificate, issued by the ASBDE.

The school will pay for each student to take the radiography exam up to two (2) times.

**DANB Background Information Policy**

DANB national exam applications contain three background information questions that all exam candidates must answer. These questions require the DANB national exam candidate to disclose if he/she has had any felony convictions within the last five years or is currently serving a sentence for a felony conviction; has ever been disciplined by a regulatory, certifying or examination agency; has ever been investigated or dismissed by an educational institution for cheating or another ethical violation; or has ever been declared mentally incompetent by a court of law. DANB will review each response and make a determination, in consultation with legal counsel, on a case-by-case basis. DANB reserves the right, under extraordinary circumstances, to bring individuals for review under DANB’s Disciplinary Policy & Procedures.
HEATING, VENTILATION AND AIR CONDITIONING
Diploma

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Hybrid

Program Objective
The objective of this program is to provide students with the knowledge and technical skills necessary to pursue entry-level employment in the heating, ventilation and air conditioning field, which includes selling, installing and maintaining residential equipment. The program is designed to provide students with instructions and hands-on training in areas such as: installation, maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. The curriculum includes hands-on lab simulations to help prepare students for field service work typically performed by installation technicians, shop service technicians, repair technicians, and apprentice mechanics. The 9-month HVAC program includes preparation for two important certifications for HVAC professionals: (1) EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration and (2) Universal R-410A Safety Training & Certification. The R-410A certification is not a program completion requirement, but is strongly encouraged.

Career Outcomes: (SOC Codes: 49-9021.01, 49-9021.02)
This program prepares students for entry-level positions, such as heating, ventilation, air conditioning, refrigeration, and preventive maintenance technicians.

Program Outline:

<table>
<thead>
<tr>
<th>Module</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVC 130</td>
<td>Basic Electricity, Motors and HVAC Controls</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 135</td>
<td>Basic Refrigeration Theory and Application</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 140</td>
<td>Air Conditioning, Troubleshooting and Heat Pump Systems</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 145</td>
<td>Heating Systems</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 150</td>
<td>Duct Design, Blueprint Reading and Load Calculation</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 155</td>
<td>Commercial Refrigeration Systems</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 160</td>
<td>Specialized Commercial Equipment and Green Awareness</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 165</td>
<td>Regulation and Building Automation</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>HVC 170</td>
<td>Electrical and Mechanical Troubleshooting</td>
<td>80</td>
<td>3.5</td>
<td></td>
</tr>
</tbody>
</table>

Totals: 720 Clock Hours 31.5 Semester Credit Units

1 An additional 60 hours of outside work is assigned for each didactic module.
CERTIFICATIONS AND PROGRAM COMPLETION REQUIREMENTS
The HVAC program includes two important certifications for HVAC professionals.

1. **EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration**

Federal regulations require that persons who work with regulated refrigerants be certified. The certification exam verifies that the person has read and understands the requirements of the Federal Clean Air Act. There are four categories of EPA certification:

- **Type I** - Persons who maintain, service or repair small appliances must be certified as Type I Technicians.
- **Type II** - Persons who maintain, service, repair or dispose of high or very high pressure appliances, except for small appliances or motor vehicle air conditioning systems, must be certified as Type II technicians.
- **Type III** - Persons who service, maintain, repair, or dispose of low pressure appliances must be certified as Type III technicians.
- **Universal** - Persons who maintain, service, repair, or dispose of small appliances as well as high and low pressure equipment, must be certified as Universal technicians.

UEI College students will take the Universal Exam, which encompasses the other three certifications.

2. **Universal R-410A Safety Training & Certification Program**

Hydrofluorocarbons (HFCs) are enabling the phase out of HCFCs. They are energy efficient, low in toxicity, cost effective and can be used safely. Because HFCs meet important environmental and societal needs, Governments and industry support their global use. In phasing out HCFCs, manufacturers are now using R-410A equipment, which use the new HFC technology. Air conditioning equipment manufactured for R-410A requires contractors and technicians to shift to different tools, equipment and safety standards when installing or changing out older split A/C systems or repairing systems in the field.

GENERAL INFORMATION REGARDING CERTIFICATIONS
The certification exams are given on site at the UEI College campus by an approved ESCO Institute proctor. The College will pay for each student to take each exam one (1) time. Students may take each exam an unlimited number of times, but will be responsible for payment for all subsequent attempts. Exam times will be scheduled by the Program Director. Certification is not a program completion requirement, but is highly recommended.
MEDICAL ASSISTANT
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid

Program Objective

Upon completion of this program, students will be prepared for an entry-level position as a front or back office medical assistant in the health care industry. Students are trained in basic medical procedures for both the front and back office in clinics, hospitals and doctor's offices.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (soc Code: 31-9092.00)

This program prepares students for positions such as Medical Assistant, Clinical Assistant, Medical Records, Medical Lab Assistant, or Medical Administrative Assistant.

Program Outline:

<table>
<thead>
<tr>
<th>Module Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 110</td>
<td>Administrative Medical Assisting Duties</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 120</td>
<td>Introduction to Anatomy &amp; Physiology</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 130</td>
<td>Office Environmental Safety, Infection Control and Laboratory</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 140</td>
<td>Psychology and Special Senses</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 150</td>
<td>Medical Management</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 160</td>
<td>Clinical Medical Assisting Duties</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 170</td>
<td>Pharmacology and Office Emergencies</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MA 190</td>
<td>Externship</td>
<td>250</td>
<td>5.55</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>810 Clock Hours</strong></td>
<td><strong>33.54</strong></td>
<td><strong>Semester Credit Units</strong></td>
</tr>
</tbody>
</table>

1An additional 80 hours of outside work is assigned for each didactic module.
MEDICAL BILLING AND INSURANCE CODING
Diploma

Instructional Weeks: 36
Normal Time to Complete: 43
Delivery Method Offered: Hybrid

Program Objective

Upon completion of this program, students will be prepared for an entry-level medical billing or coding position in the health care industry. Positions are available in clinics, hospitals and private practices. Students are trained to code medical procedures and diagnoses, complete insurance claim forms and assess patient records for claims reimbursement.

The program is 36 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 250 hours of on-the-job training at an approved extern employment site in the community.

Career Outcomes (SOC Code: 29-2071.00)

This program prepares students for positions such as Hospital Medical Billing and Coding, Medical Office Billing and Coding, Claims Examiner, Insurance Company Reviewer, Clinic Billing and Coding, or Medical Insurance Claims Processor.

Program Outline:

<table>
<thead>
<tr>
<th>Module Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB 110</td>
<td>Insurance Billing</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MB 120</td>
<td>Insurance Coding Principles</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MB 130</td>
<td>Medical Law and Ethics</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MB 140</td>
<td>Documentation and Records</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MB 150</td>
<td>Medical Billing &amp; Collections</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MB 160</td>
<td>Insurance Practices</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MB 170</td>
<td>Medical Office Procedures</td>
<td>80</td>
<td>4.0</td>
</tr>
<tr>
<td>MB 190</td>
<td>Externship</td>
<td>250</td>
<td>5.55</td>
</tr>
</tbody>
</table>

Totals 810 Clock Hours 33.54 Semester Credit Units

1An additional 80 hours of outside work is assigned for each didactic module.
The following UEI campus is approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code:

**UEI COLLEGE**  
9215 N. Black Canyon Highway  
Phoenix, AZ 85021  
(623) 888-5261

The campus **Facility Code** is 25-0294-03.

Thus UEI College is accredited by the Accrediting Council for Continuing Education and Training (ACCET):

This Bulletin is effective **January 1, 2020** through **December 31, 2020**.

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*UEI College makes every effort to ensure accuracy of the information contained in this VA Information Bulletin. The college reserves the right to change policies, fees, and courses of instruction during this bulletin period upon direction of the UEI College Administration and its Chief Executive Officer.*
SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

UEI College is a California corporation and a wholly owned subsidiary of International Education Corporation (IEC). The members of the Board of Directors for IEC Corporation are Doug Mellinger, Dr. Fardad Fateri, Jared Bluestein, Charles Cook, Sandy Lockwood and Justin Topilow. The corporate office of IEC is located in Irvine, California.

The VA School Certifying Officials for this UEI College are as follows:

Barbara Bowerman (Primary) – Phoenix Campus
Firdaus Yusuf (Secondary)
Darcy Schnuth (Secondary)
Kristely San Miguel (Secondary)

The VA Point of Contact at each school location is the Director of Student Financial Services or email VABenefits@ieccolleges.com.

Please refer to the attached Insert B for the list of current campus administrators and faculty, including the campus-specific VA point of contact.

INSTRUCTIONAL FACILITIES

Each facility is equipped with the appropriate furniture, equipment, and supplies required to conduct programs effectively. The facilities are spacious, clean and present a professional appearance. All laboratories have workstations simulating the actual work environments which students will encounter in a professional setting.

Student lounges are open to students, and vending machines provide snacks and refreshments. Students should use the lounges when eating and are asked to respect the rights of all students for a clean environment.

Maintaining and preserving the college’s facilities and equipment is an obligation of all faculty, staff and students. Students are expected to treat facilities and equipment with care and will be held liable for the destruction of college property. Students may consume food and beverages in the designated Student Lounge and smoking is prohibited within the college.

CLASS SIZE

UEI College limits the size of its classes to maintain the educational soundness of its instructional programs. Class size may vary from one subject area to another and from laboratory to lecture. For student to instructor ratios, please see individual program descriptions listed in the Catalog.

ENTRANCE REQUIREMENTS

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Upon the applicant’s determination that he/she is interested in pursuing a specific program of study, he/she visits the Financial Planning department to receive information regarding funding options.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

Military Veteran applicants (spouses or dependents) to UEI College seeking to use their Veteran Educational Benefits must be at least 17 years of age and must be a High School graduate or GED holder.

Students are permitted to attend or participate in selected courses during the period beginning on the date on which the student has provided confirmation of eligibility for education assistance under chapter 31 or 33. Student can provide one of the following as confirmation of eligibility: certificate of eligibility (COE), statement of benefits, or a VAF28-1905. Institution can also accept verbal confirmation by contacting the School Certifying Official Hotline.

UEI College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institution facilities, or the requirement that a covered individual borrow additional funds, on any
covered student because of delayed disbursement of funding from the VA under chapter 31 or 33.

**POLICIES**

A.  **Enrollment Policy**

Students may enroll on any day school is in session for a future start date.

UEI College requires that VA applicants review the Financial Aid “Shopping Sheet” and complete a Free Application for Federal Student Aid (FAFSA) prior to signing an enrollment agreement. *Use of the “Shopping Sheet” helps meet a disclosure requirement of Executive Order 13607.*

Financial Aid Shopping Sheet Requirement: The Shopping Sheet is a resource to help our VA students understand their educational costs and the aid available to meet those costs. It is a single page that the Department of Education has developed. The standard format helps consumers easily compare the cost of attendance and aid awards across schools.

B.  **Credit Evaluation Policy**

Requests for Transfer of Credits must be submitted and approved prior to enrollment by submitting a form to the Director of Education. Upon receipt of official transcripts, appropriately trained Education Department staff members will review requests for transfer of credit evaluations for compliance with the following criteria:

- Coursework must have been completed at a public or private accredited four-year University, two-year Junior/Community College, military school or other accredited postsecondary educational institution recognized by the Secretary of the US Department of Education.

- Comparability of Course Content
  - For Technical/Occupational Courses – course content must meet a majority of UEI College course competencies.

- Comparability of Credits Earned
  - Credits earned at another institution must be equal to (or greater than) the number of credits earned for the UEI equivalent credit. Partial credit will not be given for an UEI course.
    - If a student has a sequence of courses or a combination of courses that are worth fewer credits than those at UEI College, courses may be combined and granted for one course (e.g. four (4) courses transferred in for one (1) UEI College course).
    - A student will not be awarded multiple UEI College courses for one transfer course.
    - A student will only be granted partial credit for a course if it is part of an articulation agreement.

- Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met.

- A grade of “C” or a 2.0 or higher must have been earned for the course. Typically grades issued with “Pass/Fail” or “Satisfactory/Unsatisfactory” are non-transferable. In some programs, after a review of the transferring school’s policies, grades of “Pass/Fail” or “Satisfactory/Unsatisfactory” may be accepted.

- A grade of “D” is accepted for general education courses, for courses taken at UEI College where a “D” grade was considered passing.

- Certifications may be eligible for transfer of credit when properly supported by official documents.

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. In addition, the student and the VA shall be notified.

C.  **Veteran's Credit for Previous Education or Training**
Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately. In addition, the student and the VA shall be notified.

D. Attendance Policy

Veteran’s Attendance Requirements

The VA School Official at the end of each module verifies attendance on a monthly basis. Students who for any reason miss more than 25% of the scheduled course hours in a module are considered to be in violation of the attendance policy. At the first module exceeding 25% absenteeism, the student will be placed on attendance probation. At the second consecutive module exceeding 25% absenteeism, students VA benefits will be terminated based on the last date of attendance prior to exceeding 25%. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted towards the 25% of scheduled course hours addressed above.

In order to show the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined above) for one calendar month after being terminated for unsatisfactory attendance. Upon demonstration of compliance, with the start of the following calendar month they may be recertified for VA education benefits.

1. Tardiness – If a student is tardy for class, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed. Definition of a tardy: Arriving late for class, (recorded in 15 minutes increments) including returning late from breaks or leaving early from class.

2. Cutting classes – Cutting of classes will be considered as unexcused absences.

3. Make-Up Work - Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

4. Leave of Absence – Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school. For the complete policy regarding a Leave of Absence, please refer to the school catalog. Note: VA allowances may be impacted by module breaks and leaves of absence. Students should consult with the VA Benefits Administration regarding the impact of their VA allowances.

E. Progress Policy

1. The school's grading system for each class is:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>80 – 89</td>
<td>3.0</td>
</tr>
<tr>
<td>70 – 79</td>
<td>2.0</td>
</tr>
<tr>
<td>60 – 69</td>
<td>1.0</td>
</tr>
<tr>
<td>0 – 59</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Students who do not achieve a grade point of “2.0” or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the “D” or “F” grade will remain in the student’s cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).
2. Grade point average required for certifying completion of a course is a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and satisfy all financial obligations to the school.

3. Conditions for interruption for unsatisfactory progress:
   Students who are not meeting satisfactory academic progress are subject to termination. Please refer to the school's catalog for the detailed policies and procedures regarding compliance with satisfactory academic progress.

4. Condition for re-enrollment:
   A student who has withdrawn or has been terminated may apply for re-admission by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry will be given credit for any class that was successfully completed within the last twelve months.

F. Conduct Policy
   Students are expected to follow all the rules and regulations of UEI College and to conduct themselves within the parameters of acceptable behavior at all times. While on school premises or externship sites, students shall conduct themselves in a professional manner. Disruptive behavior, including but not limited to fighting, harassment, cheating, use of profanity, and stealing is not acceptable and may lead to termination from UEI College. Use of cell phones for personal use is not permitted during any class or lab sessions and should be kept to a minimum while on campus. Additionally, please refer to the Drug and Alcohol Abuse Prevention policy included in the school's catalog.

G. Refund Policy
   The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a Student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

   When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

   \[
   \frac{\text{Scheduled hours in period of enrollment up to student's LDA}}{\text{Total hours in the period of enrollment attempted}} = \text{Percentage of period of enrollment attempted}
   \]

   If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution. If the percentage is less than 75%, then the following calculation will be applied:

   \[
   \text{Tuition} \times \text{Percentage of period enrollment attempted} = \text{Tuition Retained by Institution}
   \]

   IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.

   If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.
Note: Students receiving VA Education Benefits are responsible for debts incurred through overpayments by the VA that result from termination refunds to the student.

INSTRUCTIONAL SCHEDULE
Training is offered Monday through Friday on campus. Days and hours vary depending on the program and session. Please refer to the academic calendar in the school catalog for a schedule of class starts.

In observance of the following holidays, UEI College does not hold classes on: New Year’s Day, Martin Luther King Jr.’s Birthday, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and the Friday after Thanksgiving, and during Winter Break.

The following programs are currently approved for VA Benefits:

- Heating Ventilation & Air Conditioning (Diploma)
- Medical Assistant (Diploma)
- Medical Billing & Insurance Coding (Diploma)
- Dental Assistant (Diploma)

DETAILED INSTRUCTIONAL SCHEDULE PER PROGRAM
Please refer to the academic calendar in the school catalog to for a schedule of class starts for all programs.

COURSE REQUIREMENTS AND FEES
Please refer to the tuition and fee table in this school catalog for program fees.

Program Courses and Clock Hours
Note: Please refer to this catalog for detailed program information.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS
For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at 1-888-442-4551.

LINKS TO INSTITUTIONAL DISCLOSURES
4. Gainful Employment Disclosures:
For graduation rates, median debt of graduates completing programs, and other important information, please visit www.uei.edu/student-consumer-info
Course Numbering System
The course numbering system uses an alphanumeric identifier. The prefixes are characters that represent the subject area. One hundred and two hundred level courses identify lower level courses.

Definition of Program Prefixes
DA - Dental
HVC - Heating, Air Conditioning and Ventilation
MB - Medical Billing & Insurance Coding
MA – Medical Assistant

Course Descriptions

D

Module 4.5 units 45/45 lec/lab
DA 110 Dental Science/Medical Emergencies
This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced, as well as placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it affects the dental profession. Career skills, basic keyboarding and computer skills taught relate to the dental office. Prerequisite: None

Module 4.5 units 45/45 lec/lab
DA 120 Chairside Assisting
Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection using an intraoral camera. Students will practice placing and activating chairside whitening with a non laser light curing device. Introduction of tooth morphology, oral structures, and oral pathology are presented. Prerequisite: None

Module 4.5 units 45/45 lec/lab
DA 130 Radiography
This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography. Prerequisite: None

Module 4.5 units 45/45 lec/lab
DA 140 Dental Material
Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns. Prerequisite: None
Module 4.5 units 45/45 lec/lab  
DA 150 Preventative Dentistry  
This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license.  
Prerequisite: None

Module 4.5 units 45/45 lec/lab  
DA 160 Dental Specialties  
This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics, the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children’s teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments.  
Prerequisite: None

Module 4.5 units 45/45 lec/lab  
DA 170 Prosthodontics/Administrative Assistant  
During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebow transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office.  
Prerequisite: None

Module 3.5 units 170 extern hours  
DA 190 Externship  
Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the students’ permanent record. Satisfactory completion of externship training is required for graduation.  
Prerequisite: Successful completion of modules 110 - 170

Module 3.5 units 30/50 lec/lab  
HVC 130 Basic Electricity, Motors and HVAC Controls  
An introduction to electricity and automatic controls. Content includes: electrical components, household wiring, wire sizing, series and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the controls side the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices, and troubleshooting principles and basic understanding of HVAC control devices and how they affect the operation of HVAC equipment.  
Prerequisite: None

Module 3.5 units 30/50 lec/lab  
HVC 135 Basic Refrigeration Theory and Application  
This course is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of refrigerant. Emphasis will be placed on system evacuation, and compressor component replacement and system charging. The application of refrigeration theory is also covered in this course.  
Prerequisite: None

Module 3.5 units 30/50 lec/lab  
HVC 140 Air Conditioning, Troubleshooting and Heat Pump Systems  
This course covers principles of residential air conditioning systems. Content includes evaluation and hands-on and classroom experience in use of psychometrics, residential and light commercial air conditioning equipment types and installation. In this course the students will be introduced to the heat pump application and its components. Lab focuses on systems operation, and performance problems.  
Prerequisites: HVC 130, HVC 135
Module 3.5 units 30/50 lec/lab
HVC 145 Heating Systems
This course is designed to introduce the student to basic concepts of heating with gas, electric and oil used primarily in residential applications and the principles of combustion. Topics include the basic of gas heating systems, operation of gas valves and burners. This course also includes lessons related to combustion chemistry, heating fuels natural gas and LP gas-burning equipment, start-up, sequence of operation and equipment maintenance troubleshooting. Prerequisites: HVC 130, HVC 13

Module 3.5 units 30/50 lec/lab
HVC 150 Duct Design, Blueprint Reading and Load Calculation
This course covers equipment used for the distribution of air. Course content includes: blower performance; static and dynamic pressures and pressure drop due to friction; sizing and selection of ductwork and blowers, diffusers, registers and grilles; and evaluation of system performance. This course also assists students in developing a basic understanding of how to read and interpret blueprints and load calculations. Prerequisites: HVC 130, HVC 135

Module 3.5 units 30/50 lec/lab
HVC 155 Commercial Refrigeration Systems
This course covers the fundamentals of refrigeration equipment found in commercial systems. It teaches students the different components used in commercial applications as well as start-up, installation and defrost cycle needed. Safety for the technician, customer, and equipment are also covered. Prerequisites: HVC 130, HVC 135

Module 3.5 units 30/50 lec/lab
HVC 160 Specialized Commercial Equipment and Green Awareness
This course is designed familiarize students with the specialized refrigeration equipment principles that they will face in the industry and how to apply it to properly diagnose system operation. Lab focuses on systems, performance problems and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly presented in Green Awareness. Prerequisites: HVC 130, HVC 135

Module 3.5 units 30/50 lec/lab
HVC 165 Regulation and Building Automation
This course is designed to prepare students to take the R-410A safe use certification test. Content includes chemicals: HCFC-22, commonly known as R-22, used generally in air conditioning equipment; and R-410A refrigerant, which replaces HCFC-22. Focus is on safe use of R-410A. Course content also emphasizes the importance of OSHA standards. Prepares for the EPA 608 certification exam to permit handling and transport refrigerant. This course also covers a building automation and the new controls used in building maintenance. Prerequisites: HVC 130, HVC 135

Module 3.5 units 30/50 lec/lab
HVC 170 Electrical and Mechanical Troubleshooting
This course is designed to help the students, troubleshoot and diagnose equipment malfunctions. The student will learn how to distinguish between an electrical problem compared to a mechanical problem in the troubleshooting techniques. During this course the student will be able to write a service order and explain the work completed to the customer. Prerequisites: HVC 130, HVC 135

Module 4.0 units 40/40 lec/lab
MA 110 Administrative Medical Assisting Duties
In this module, the student will learn the basics responsibilities of the medical assistant and the duties performed by them on the job. Students will learn the basics of medical law and ethics and the importance of documentation in the workplace. The student will get a basic understanding of HIPAA law and improve their communication skills. The student will practice the related concepts in the laboratory including injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MA 120 Introduction to Anatomy & Physiology
During this module, the student will gain a better understanding of the anatomical system and the manner in which the body works. This module teaches students about the mechanical functions of the body and how pathophysiology takes its toll on creating illnesses. There are also descriptions on radiology and how the medical assistant may better prepare a patient for radiological procedures. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check in and check-out procedures. There are no prerequisites.
Module 4.0 units 40/40 lec/lab
MA 130 Office Environmental Safety, Infection Control and Laboratory
This module describes the effects of contamination on the body, as well as the effects on the patients and the medical assistant. The purpose of the module is to teach patient and staff safety against viruses and/or dangerous bacteria. The student will learn basic forms of microbiology and the lymphatic system as well as preventative aseptic technique and instruction tools for a healthy practice. The student will practice these concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage. The student will also practice computer career skills regarding keyboarding and front desk and back office check-in and checkout procedures. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MA 140 Psychology and Special Senses
Student will gain a better understanding of nerves, psychology, and the effects of medications on the body, as well as where the medications target. Psychology and its effect on the patient are studied, as well as a patient’s two most used sense organs; the eyes and the ears. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check-in and check-out procedures. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MA 150 Medical Management
This module helps the student with managerial and bookkeeping techniques including finances, insurance, and accounts receivable. This helps the student understand the structure of a facility and the importance of quality work to increase revenue in their workplace. The student also explores the digestive system and the pathologies affecting it, as well as the urinary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check-in and check-out procedures. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MA 160 Clinical Medical Assisting Duties
This is the CPR module that prepares the student for emergencies and preparations in resuscitation in the field. The student gets an overall experience in the understanding of the cardio-pulmonary system as well as learning about nutrition and its effects on the cardio-pulmonary system. The student will practice the related concepts in the laboratory regarding injections, venipuncture, asepsis technique and triage as well as computer career skills regarding keyboarding, front desk and back office check-in and check-out procedures. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MA 170 Pharmacology and Office Emergencies
This module covers the topics of reproductive health and the endocrine system. There is also information about mathematics that deal with pharmacology and the effects of pharmaceuticals on the endocrine system and the body. This module helps students expand their acceptance and responsibility in back-office procedures in the workplace. Students will practice the related concepts in the laboratory regarding injections, venipuncture, aseptic technique, and triage as well as computer career skills such as keyboarding, front desk and back office check-in and checkout procedures. There are no prerequisites.

Module 5.55 units 250 extern hours
MA 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student’s permanent record. Satisfactory completion of externship training is required for graduation. Prerequisite: Successful completion of modules 110-170

Module 4.0 units 40/40 lec/lab
MB 110 Insurance Billing
This module is designed to familiarize students with the insurance claims forms for a variety of providers, including Group Plan Insurances, PPOs, Worker's Compensation and Federal and State Disability. HIPAA training and the basics of health insurance are covered in this module. Students will experience hands-on training in handling claim forms such as the CMS-1500 and will learn to use one of the most popular billing software programs. Students will be introduced to the basic anatomy of the human body, prefixes, suffixes, abbreviations, and the organization of the body. Students will also learn to bill and code for procedures and diagnoses relating to surgery and anesthesia. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MB 120 Insurance Coding Principles
This module is designed to teach students complex coding principles and the use of the CPT, ICD-10, and HCPCS coding
manuals. Students will learn to code diagnoses and procedures accurately for the purpose of billing the responsible insurance. Students will learn to use one of the most popular billing software programs. Students will be introduced to medical terminology, word parts, abbreviations and symbols. Students will also to bill and code for procedures and diagnoses relating to the integumentary system. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MB 130 Medical Laws and Ethics
In this module, students will learn the basic laws and ethics governing the medical field, including professional behavior, confidentiality, doctor-patient relationships, malpractice and breach of contract. Students will learn to use one of the most popular billing software programs. Students will become competent in CPR (cardiopulmonary resuscitation). Students will learn about oncology, the blood and lymphatic system, the respiratory system, the cardiovascular system and will also learn how to bill and code for procedures and diagnoses relating to these systems. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MB 140 Documentation and Records
In this module, students will learn about the medical documentation process. Students will experience hands-on electronic health records standards and advanced techniques using EHR software. Students will learn about the paper claim and medicine. Students will learn about the skeletal system, the muscular system, the eye, ocular adnexa, auditory, and operating microscope. Students will also learn how to bill and code for procedures and diagnoses relating to these systems. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MB 150 Medical Billing and Collections
This module focuses on the regulations governing the collections process. Students will learn to verify insurance information, perform pre-admission authorizations and billing follow-up. They will study receipt of payment issues in the collections area and track reimbursements. Students will learn to use one of the most popular billing software programs. Students will learn about radiology, nuclear medicine, inpatient hospital services and ICD-10 principles. Students will also learn how to bill and code for procedures and diagnoses related to these systems. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MB 160 Insurance Practices
This module is designed to familiarize students with the insurance claim forms for Medicare, Medicaid, The Blue Plans, Private insurance, Managed Care Plans and the TRICARE and CHAMPVA programs. Students will learn to use one of the most popular billing software programs. Students will learn about the digestive system, the urinary system and the male reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. There are no prerequisites.

Module 4.0 units 40/40 lec/lab
MB 170 Medical Office Procedures
This module is designed to teach students basic medical office procedures. Topics covered include the use of office equipment, such as copiers, fax machines and calculators. Students will study the proper handling of patient records, filing and managing telephone calls. Students will study dental services and dental claims. Students will learn to use one of the most popular billing software programs. Students will learn about the endocrine system, the nervous system, obstetrics and the female reproductive system. Students will also learn how to bill and code for procedures and diagnoses related to these systems. There are no prerequisites.

Module 5.55 units 250 extern hours
MB 190 Externship
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training programs. Externs work under the supervision of qualified personnel at the participating sites and under the general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism, participation and attendance. All absences during the externship must be made up. Externship evaluations become part of the student’s permanent record. Satisfactory completion of externship training is required for graduation. Prerequisite Successful Completion of Modules 110-170
# ACADEMIC CALENDAR AND HOLIDAYS

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<thead>
<tr>
<th>Start Cycle</th>
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<th>Mod End 4 Days/Wk Program</th>
<th>7th day Cancelation Date</th>
<th>14th day Cancelation Date</th>
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<th>In Service</th>
<th>School Breaks</th>
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### Notes
- **Start Cycle**: The start of the academic cycle.
- **Mod Start**: The start of modular cycles.
- **Mod End 5 Days/Wk Program**: The end of the 5-day modular program.
- **Mod End 4 Days/Wk Program**: The end of the 4-day modular program.
- **7th day Cancelation Date**: The 7th day cancellation date.
- **14th day Cancelation Date**: The 14th day cancellation date.
- **Holiday**: The dates of holidays.
- **In Service**: The dates of in-service days.
- **School Breaks**: The dates of school breaks.
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School Breaks

- MLK BIRTHDAY
- INDEPENDENCE DAY
- MEMORIAL DAY
- LABOR DAY
- THANKSGIVING
- WINTER HOLIDAY
- WINTER BREAK
- NEW YEARS BREAK
Phoenix Campus Faculty / Staff List
Campus President/Executive Director: Christa Jones

Admissions
Director of Admissions: Gustavo Velez

Career Services
Director of Career Services: LaTara Marshall

Education
Director of Education in Residence: Ernest Robinson
Associate Director of Education: Justin Craig

Facility

Dental Assistant
Kathleen Borowski
Degree/Certifications: Dental Assistant Diploma
Certifications: CPR
Professional Experience: 20+ years

Jeff Ruiz
Degree/Certifications: Dental Assistant Diploma
Certifications: CPR
Professional Experience: 13+ years

Robert Davis
Degree/Certifications: Dental Tech Diploma
Certification: CPR
Professional Experience: 7+ years

Cassandra Garcia
Degree/Certifications: Dental Assistant Diploma
Certification: CPR, Coronol Polish, Radiation
Professional Experience: 14+ years

Lanisa Hudson
Degree/Certifications: Dental Assistant Diploma
Certification: CPR
Professional Experience: 11+ years

Melissa Ryan
Degree/Certifications: Dental Assistant Diploma
Certification: RDA
Professional Experience: 9+ years

Carlos Raya
Degree/Certifications: DA Degree
Certification: X-ray, Coronol Polish
Professional Experience: 22

Stephanie Roske
Degree/Certifications: DA Diploma
Certification: CPR, X-ray, Coronol Polish
Professional Experience: 22

Heating, Ventilation, and Air Conditioning
Fred Howard
Degree/Certifications: EPA Universal Certification
Professional Experience: 20+

Greg Mason
Degree/Certifications: EPA Universal Certification, OSHA
Professional Experience: 3+ years

Thomas Ginn
Degree/Certifications: Bachelors Degree, EPA Universal Certification
Professional Experience: 10+ years

Alexander Arrihelaga
Degree/Certifications: EPA Universal Certification
Professional Experience: 10+ years

Samuel Lawler
Degree/Certifications: EPA Universal Certification
Professional Experience: 10+ years

Joseph Gabriel
Degree/Certifications: EPA Universal Certification
Professional Experience: 10+ years

Steve McNally
Degree/Certifications: EPA Universal Certification
Professional Experience: 15+ years

Medical Assistant
Josephine Camacho
Degree/Certifications: AS, Anthem, PHX AZ, CMA
Professional Experience: 6+ years

Sandra Jones
Degree/Certifications: Diploma, Medical Assisting, PHX Community College
Certification: CPR
Professional Experience: 14+ years

Daphne Bortell
Degree/Certifications: Medical Assistant Diploma,
Certifications: CPR, First Aid, DOT, BAT
Professional Experience: 15 years

Jennifer Zayers
Degree/Certifications: Medical Assistant Diploma, Brown Mackie, PHX, AZ
Certifications: MA, CPR Instructor
Professional Experience: 3+ years

Registrars:
Vanessa Mendoza
Krystle Leonard

Student Financial Services
Director of Student Finance: Barbara Bowerman

Business Office Manager

Theodore Hooks
Degree/Certifications: Medical assisting
Certifications: MA, CPR Instructor
Professional Experience: 5+ years

Maria Barden
Degree/Certifications: Medical Assistant Diploma,
Certifications: MA, CPR Instructor
Professional Experience: 5+ years

Raelynn Brown
Degree/Certifications: Medical Assistant Diploma,
Certifications: MA, CPR Instructor
Professional Experience: 17+ years

Aimee Cobbin
Degree/Certifications: Medical Assistant Associate Degree,
Certifications: MA, CMA, CBT, CPR Instructor
Professional Experience: 10+ years

Elana Santin
Degree/Certifications: Medical Assistant Diploma,
Certifications: CCMA, CPR Instructor
Professional Experience: 10+ years

Lidia Parra
Degree/Certifications: Medical Assistant Diploma,
Certifications: MA, CPR Instructor
Professional Experience: 6 years

Lisa Lynn
Degree/Certifications: Medical Assistant Diploma,
Certifications: MA, CBT, CPR Instructor
Professional Experience: 20+ years

Melissa Castro
Degree/Certifications: Medical Assistant Diploma,
Certifications: MA, CPR Instructor
Professional Experience: 14 years

Rachel Whiteside
Degree/Certifications: Medical Assistant Diploma,
Certifications: CPR
Professional Experience: 17 years

Medical Billing and Insurance Coding

Maria Delores-Chapman
Degree/Certifications: MA, Long Med, PHX AZ, RMA
Certifications: RMA, AHI
Professional Experience: 25 + years

Melsha Coulter
Certifications: Certified Coder (NCCT)
Professional Experience: 28 + years

Regina Brooks
Certifications: Certified Coder (CPC)
Professional Experience: 8+ years

Randi King
Certifications: Certified Coder (NCCT)
Professional Experience: 8+ years

Shirley Crews
Certifications: CBCS, CMAA, CEHRS, MA, CPR
Professional Experience: 20
UEI College programs are designed to help ensure you are prepared for licensure, certification, or registration if you choose a program that prepares you for a field where licensure, certification, or registration is required or optional. While, the credential chart below serves as a guide for the State of Arizona, requirements for other states may vary. Students are responsible for confirming eligibility for licensing, certification or registration and discuss any concerns with your Admissions Representative and/or the Director of Education. Students are also responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

**UEI College has not made any determination regarding the licensure, certification, or registration requirements for any state other than the state of Arizona in which the institution is located.**

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Requirements</th>
<th>State License &amp; Certification Exam and/or Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>• Proof of Immunizations may be required.</td>
<td><strong>Optional:</strong> While not required for employment, graduates may pursue an optional certification Certified Dental Assistant (CDA) certification in the state of Arizona through (DANB) Dental Assisting National Board, Inc.</td>
</tr>
<tr>
<td></td>
<td>• Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship</td>
<td></td>
</tr>
<tr>
<td>Heating, Ventilation &amp; Air Conditioning</td>
<td></td>
<td><strong>Required:</strong> United States Environmental Protection Agency (EPA) Section 608 Certification for Stationary Air Conditioning and Refrigeration (EPA Certification) is required to work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Optional:</strong> While not required for employment, graduates may pursue an optional ESCO Institute - Universal R-410A Safety Training &amp; Certification.</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship.</td>
<td><strong>Optional:</strong> While not required for employment, graduates may pursue an optional certification as a Medical Assistant through the National Center for Competency Testing (NCCT) or optional Clinical Medical Assistant Certification (CCMA) through the National Healthcareer Association (NHA).</td>
</tr>
<tr>
<td>Medical Billing and Insurance Coding</td>
<td>Proof of Immunizations may be required.</td>
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</tr>
<tr>
<td><strong>Optional:</strong> While not required for employment, graduates may pursue an optional certification as an Insurance &amp; Coding Specialist through the National Center for Competency Testing (NCCT); optional Billing and Coding Specialist Certification through the National Healthcareer Association (NHA); or optional Certified Professional Coder (CPC)/Certified Professional Biller (CPB) through the American Academy of Professional Coders (AAPC).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical conditions such as Hepatitis A, B, and C, TB (tuberculosis), HIV/AIDS, and other related conditions may impact licensure eligibility.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Maximum Student/Teacher Program Ratios
Phoenix

The maximum number of students in a classroom and laboratory situation for each program at each campus; indicated below as the maximum student/teacher ratio(s) for each setting, as applicable.

<table>
<thead>
<tr>
<th>Program</th>
<th>Lecture</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>21:1</td>
<td>21:1</td>
</tr>
<tr>
<td>Heating, Ventilation and Air Conditioning</td>
<td>25:1</td>
<td>25:1</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>25:1</td>
<td>25:1*</td>
</tr>
<tr>
<td>Medical Billing &amp; Insurance Coding (MBIC)</td>
<td>25:1</td>
<td>25:1</td>
</tr>
</tbody>
</table>

*Note: *Classes with a ratio between 20:1 and 25:1 will utilize a lab assistant*
Page 7: The Back to School Scholarship has been added to the catalog.

Back to School Scholarship ($2,000)
This scholarship is offered to students who dropped 1/31/21 and prior from any program formally offered by the campus and qualifies for re-entry. The student must re-enter in the prior dropped program of study by February 28, 2021. A student eligible for the Back to School Scholarship is not eligible for any other institutional scholarship.