



Student Consumer Information
2011-2012

Introduction

The following is a compilation of Student Consumer Information regarding institutional information and financial assistance. This Student Consumer Information document contains the following information which is important to students as it pertains to their Financial Aid.

- Student Financial Aid
 - Types of Federal Financial Aid
 - Distribution and disbursement of Federal Financial Aid
 - Terms and conditions as it pertains to Federal Loans
 - Loan Management
 - Default Prevention
- Family Educational Rights and Privacy Act
- Student Disclosures and Consumer Information
 - Completion/Graduation Rates
 - Placement Rates
- National Voter Registration Act
- National Student Loan Data System
- Campus Crime, Drug Awareness, and Campus Security Statement
- Constitution Day – September 17th

For any additional questions, please contact the Financial Aid Office at 760-328-5554.



Student Financial Aid

Mayfield College understands that in many instances, individuals and their families are not able to meet the entire cost of education. Our Financial Aid Office will assist students with the process of applying for federal student financial aid. If a student or parent has a question, they should not hesitate to contact the Financial Aid Office at 760-328-5554.

Student Rights and Responsibilities when Receiving Federal Financial Aid

As a student, you have the right to know:

- The organizations and agencies which accredit and authorize Mayfield College to operate.
- About the programs, the faculty, and the physical facilities at the school.
- The cost of attending Mayfield College.
- Mayfield College's policy on refunds for students who drop prior to completion of a program.
- About the financial assistance available from deferral, state, local, private, and institutional financial aid programs.
- The procedures and deadlines for submitting applications for each available financial aid program.
- The criteria used to select financial aid recipients.
- How financial need is determined.
- The amount of financial need that has been or will be met.
- The type and amount of assistance in your financial aid package. You have the right to ask that your financial aid package be reconsidered if you believe it to be in error or if financial circumstances have changed.
- How and when the federal financial aid funds will be paid to your account.
- Mayfield College's Satisfactory Academic Progress policy and how the policy affects your eligibility for financial aid.
- The special facilities and services available to disabled students.
- The interest rate on any loans available through Mayfield College, the amount you must repay, the length of time you have to repay, when you must begin repayments, and any condition and deferment provisions that apply.

If you are applying for Federal Student Aid, as a student, it is your responsibility to:

- Complete your Free Application for Federal Student Aid (FAFSA) accurately and submit it on time. Errors can delay and in some cases prevent you from receiving aid.
- If you have previously completed a FAFSA for the award year, submit a valid Student Aid Report to Mayfield College.
- Provide all supporting documentation, corrections, and/or new information upon the request of the Financial Aid Office.



- Notify Mayfield College of any information that has changed since you applied.
- Accept/Decline subsequent disbursements of loan funds.
- Read and understand all forms you are asked to sign.

Types of Federal Financial Aid

Grants

Federal Pell Grant

The Pell Grant is gift assistance which does not have to be repaid. Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2011-12 award year, the minimum grant is \$1,176 and the maximum grant is \$5,550.

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG is gift assistance which does not have to be repaid. FSEOG is awarded to students who have an exceptional financial need as determined by the U.S. Department of Education standards. Student with the lowest “Expected Family Contribution” (EFC) are awarded FSEOG before students with higher EFCs. The average award amount varies from school to school.

Federal Work-Study

The Federal Work-Study Program offers students the opportunity to meet part of their expenses by working part-time on or off campus for at least minimum wage. A limited number of assignments are available, and priority is given to students with the greatest financial need who are qualified for the job assignments available. Please see your Financial Aid Office for available assignments and additional information regarding the Federal Work-Study Program.

Loans

Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan program provides low interest loans through the U.S. Department of Education’s Direct Loan Program. The maximum annual loan amount for the first academic year is \$3,500, less origination and other fees (if applicable). The federal government pays the interest for you during in-school, in-grace, and deferment periods. Interest does not accrue until the student enters repayment six months after leaving school. The minimum repayment amount is \$50 per month; however, Subsidized Federal Stafford Loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student. For loans first disbursed on or after 7/1/2010, the interest rate is fixed at a rate as low as 5.6%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Please refer to your Loan Entrance Counseling package for additional information.



Unsubsidized Federal Stafford Loan

If you do not qualify for a full or partial Subsidized Stafford Loan based on your financial need, you may qualify for an Unsubsidized Stafford Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are eligible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school. Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year. For loans first disbursed on or after 7/1/2009, the interest rate is fixed at 6.8%. Please review your Loan Entrance Interview package for additional information regarding your loans.

Parent PLUS Federal Loan

The Federal PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. The PLUS loans are made through banks, savings and loans, and other lending institutions. The amount of the PLUS loan cannot exceed the student's cost of attendance less other student aid awarded. The interest rate varies and is adjusted each year, not to exceed 9% and begins to accumulate on the date of the first disbursement. PLUS loans through the Federal Family Education Loan Program first disbursed on or after 7/1/2009 will have a fixed interest rate of 8.5%, and those first disbursed on or after 7/1/2009 through the Federal Direct Student Loan Program will have a fixed interest rate of 7.9%. The first payment will be due within 60 days after the final loan disbursement. Payments will include both principal and the interest that accumulates.

Applying for Federal Student Financial Aid

Each student interested in receiving financial assistance must submit the "Free Application for Federal Student Aid" (FAFSA) or provide a copy of the Student Aid Report (SAR) if the FAFSA was previously completed within the award year.

The Financial Aid Office will utilize the results of the FAFSA to estimate and determine the student's financial aid eligibility. A student may be chosen to participate in a verification process of the information submitted on the FAFSA by the U.S. Department of Education. A student may be selected by the U.S. Department of Education's Central Processing System (CPS) following procedures established by federal regulation. If, during the application process, the file is selected for "verification" by the U.S. Department of Education, the student and their family must submit all documents required to validate the information listed on the FAFSA application.



Students should refer to www.studentaid.ed.gov website, which is sponsored by the U.S. Department of Education, for more detailed information.

Federal Aid

Federal Aid is distributed to students who complete the Free Application for Federal Student Aid (FAFSA) and meet the eligibility criteria as further described within the application instructions. Students should visit www.FAFSA.ed.gov or the Financial Aid Office for an application.

State Aid

State Aid is distributed to students who meet the eligibility criteria as described in the specific State Aid program requirements. Students should visit the Financial Aid Office for additional information on State Aid programs available to students.

Scholarships

Colleges may offer various types of scholarships to students enrolled in specific programs of study, having met specific academic standards, etc. The number of scholarship recipients varies from year to year depending on the funding available and the number of eligible applicants. For additional information on available scholarships, students are encouraged to visit/contact the Financial Aid Office.

Students are also encouraged to visit their library or research on the Internet as a source for additional scholarship programs.

Distribution and Disbursement of Federal Financial Aid

Financial aid is awarded based on an academic year. The disbursement of aid varies by the type of assistance.

The Federal Pell Grant and Federal Supplemental Educational Opportunity Grant, for those who qualify, is credited to the student's account twice during the academic year – once at the beginning and once at the mid-point of the academic year, as measured in credits earned and weeks attended.

In order to receive federal loan proceeds, the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. A second disbursement of loan funds for the academic year is made after the student has completed half of their academic workload for the academic year and reached the calendar midpoint. Once tuition and fees charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account. A first year, first time borrower's account will not be credited with Stafford Loans until 30 days after their first day of class and completed a Loan Entrance Interview.



Statement Regarding Credit Balances

A “Statement of Credit Balances” is provided to students by the Financial Aid Office during the Financial Aid process. Students and parents (of a dependent student applying for PLUS loans) review the statement, select the appropriate authorization category, and provide the signed form to the Financial Aid Office. The authorization categories available for student/parent selection are as follows:

- Based on student’s authorization, the institution will retain any existing credit balance on the account to be applied to allowable future charges to assist students in managing those funds or to be disbursed at their request.
- In the event that funds are not requested prior to leaving the institution, the institution will return the credit balance to the lender as prepayment of the student loan.

Federal Work-Study Employment

The Federal Work-Study (FWS) Program provides jobs to students to assist them in meeting their educational expenses. To qualify for Federal Work-Study Program funds, the student must meet the eligibility requirements for Federal Student Aid. The amount of FWS for which a student is eligible depends upon:

- Degree of demonstrated financial need
- Availability of FWS funds at the school
- Availability of jobs and scheduling that do not conflict with the student’s class schedule

Federal Work-Study jobs may be located on or off campus. Mayfield College may set the work schedule. The Financial Aid Office will take into consideration need, class schedule, health, and academic progress prior to arranging a job and assigning work hours. Mayfield College will inform the student of the terms and condition of employment that is part of your financial aid package.

Students will be paid on an hourly basis. They are paid at least the current federal minimum wage and at least once a month.

If FWS is part of the student’s aid package, the student will receive notification via the Job Description and other notification which lists the amount of the award scheduled for the student.



Terms and Conditions as it Pertains to Federal Loans

The Federal Loan programs provide funds to students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid as well as the loan program specific terms and conditions specified below:

Direct Loan (DL)

- Student must be enrolled full time during the period of enrollment to retain their eligibility for DL program funds.
- A student who is borrowing a loan for the first time is required to participate in Loan Entrance Counseling prior to the first disbursement of the loan. The first disbursement of a loan cannot be made earlier than thirty (30) days after the start of the term or period of enrollment.
- A student borrower who is in default on an FSA loan is not eligible for additional DL loan funds unless eligibility is regained.

Loan Management

Each first time student borrower is required to attend/complete a Loan Entrance Interview conducted individually, in a group, or online. The interview will include an explanation of the use of a Master Promissory Note (MPN), the importance of the repayment obligation, a description of the consequences of default, sample repayment schedules, information in reference to borrower's rights and responsibilities, as well as other terms and conditions.

Upcoming graduates and students who officially withdraw will be required to complete/attend the exit counseling session. Students who leave school without attending an exit counseling session will receive an exit counseling package sent by Mayfield College. Exit counseling addresses topics such as the requirement to repay the loan, repayment plans, updating contact and demographic information, and the consequences of default.

Loan Repayment Obligation and Repayment Options

Students who receive federal student loans sign a Master Promissory Note (MPN) which states the student is obligated to repay the student loan funds regardless of the student's graduation, withdrawal from school, or the student's inability to obtain employment.

The student loan program offers students may different repayment options. Students are responsible for selecting the appropriate payment plan to suit their needs. The Financial Aid Office is available to review the different repayment options.



If at any time a student becomes delinquent on a loan, it is the student's responsibility to contact Mayfield College or lender to determine what options are available to the student.

Financial Aid Loan Entrance Counseling

The following information will be included in the Loan Entrance Counseling, which will be presented to a first time student borrower prior to the first disbursement of loan funds.

- Explanation and use of the Master Promissory Note (MPN)
- Effect of accepting the loan on eligibility for other aid
- Seriousness and importance of the repayment obligation
- Option of the borrower to pay interest on Unsubsidized Stafford Loans while in school
- Interest accrual process and interest capitalization when a borrower elects not to pay interest or if the interest is not paid by the U.S. Department of Education
- Definition of full-time enrollment
- Consequences of not maintaining full-time enrollment
- Importance of contacting the Financial Aid Office if the student plans to withdraw before completing the academic program to allow Mayfield College to provide exit counseling to the borrower
- Obligation to repay the loans even if: the borrower does not complete the program or does not complete the program within the regular time for completion, is unable to find employment, or is dissatisfied with Mayfield College/program.
- The importance of repayment and the consequences of default, including adverse credit reports, federal offset, and other federal delinquent debt collection procedures and litigation
- Sample monthly repayment amounts based on a range of levels of indebtedness or the average cumulative indebtedness of other loan borrows within the same academic program as the borrower
- Information regarding the National Student Loan Data System (NSLDS) and how a borrower can access and monitor his or her loan records
- Name and contact information of the person the student may contact with questions regarding rights and responsibilities or loan terms and conditions



Loan Exit Counseling

Students are required to attend a Financial Aid Loan Exit Counseling session prior to graduating. Students who seek with withdraw from Mayfield College should see the Financial Aid Office to obtain exit counseling. Several topics presented at the entrance counseling session are again presented at the exit counseling. Exit counseling is required for all graduated, withdrawn, or dismissed students prior to exiting the institution. If a student leaves Mayfield or chooses to postpone their education, the student should meet with the Financial Aid Office to understand the financial impact of this decision and attend loan exit counseling.

Exit counseling includes the following information:

- Explanation of all repayment plans available
- Comparative analysis of the features of each type of repayment plan, including average projected monthly payments and the difference in interest and total payments
- Explanation of the terms and conditions to obtain full or partial loan forgiveness or discharge
- Explanation of the terms and conditions the borrower may obtain a deferment or forbearance
- Debt management strategies to assist the student in successful loan repayment
- Information regarding the average anticipated monthly repayment amount based on the student loan borrower's actual indebtedness or the average indebtedness of student borrowers in the same academic program receiving the same types of loans
- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received
- Explanation regarding the consequences of default, including adverse credit reports, federal offset, other federal delinquent debt collection procedures and litigation under federal law
- Effects of loan consolidation, including the effect on total interest and fees to be paid, length of the repayment term, effect on borrower benefits on underlying loans (grace periods, deferment, loan forgiveness, and loan discharge), option to prepay or change repayment plans, and how borrower benefits may differ between lenders
- Explanation of the tax benefits available to the student
- Information concerning the National Student Loan Data System (NSLDS) and how the student can utilize NSLDS to access his or her records



In addition, the Financial Aid Office will collect the following information as part of the exit counseling and provide the information to the Secretary of Education within sixty (60) days of receipt:

- Name
- Address
- Social Security Number
- References
- Driver's License Number and State
- Expected Permanent Address
- Name and address of next-of-kin
- Name and address of the student's employer or expected employer

Loan Deferments

Students should visit the Financial Aid Office for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt.

Loan Deferments for Certain Individuals

Loan deferment terms and conditions are further defined for those serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

National Student Loan Data System

National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. Student financial aid information is submitted to the NSLDS. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, the Pell Grant program, and other ED programs. NSLDS Student Access provides centralized, integrated view of Federal Student Aid Loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or Grant data. Once the data is reported to NSLDS, this site and all information contained within is accessible to Financial Aid Administrators, Guarantee Agencies, and Students. All users must sign-in and be an authorized user. Unauthorized use of this site is strictly prohibited. To access the site, visit www.nsls.ed.gov.

Consumer Information from the U.S. Department of Education (ED)

The U.S. Department of Education has various websites available to students and financial aid staff which provide information regarding the regulations, requirements, and application for Federal Student Aid. There is no user fee for using ED Financial Aid sites.



- U.S. Department of Education: www.ed.gov
- Applying for Federal Student Aid: www.fafsa.ed.gov
- Information for Students: www.studentaid.ed.gov, and www.college.gov
- Information for Financial Aid Professionals and Schools: www.ifap.ed.gov, and www.fsa4schools.ed.gov

Satisfactory Academic Progress

Students are required to maintain Satisfactory Academic Progress while enrolled at the campus. The Satisfactory Academic Progress information is contained in the school catalog.

General Information About the School

Transfer of Credit Policy

Students should refer to the school catalog for information regarding the transferability of academic credits.

Official Withdrawal from School

Students seeking to withdraw from the school should refer to the withdrawal policy contained in the school catalog.

Student Withdrawal Refund Formula

Refer to the school catalog for additional information regarding the schools policy on the refund of tuition and fees.

The calculation concerning federal financial aid is separate and distinct from the institutional refund policy. As a result of the federal calculation required by federal regulation, you may owe additional funds to the institution to cover tuition and charges previously paid by unearned federal financial aid prior to your withdrawal.

If you plan to withdraw from school, please contact the Financial Aid Office to determine the amount of funds, if any, which must be returned to the federal student aid programs on your behalf. Students should refer to the catalog for the steps that must be followed in order to officially withdraw.

All refunds due will be made within forty five (45) days of the student's effective withdrawal date. The last date of actual attendance is used in calculating any institutional refund amount. Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan



2. Subsidized Federal Stafford Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other State assistance
7. Private and institutional aid
8. Payments made by the student

Entities that Accredit, License, or Approve the Institution

Students should refer to the school catalog for institution specific information regarding entities that accredit, license, or approve the institution. Contact information for each of these entities is available via the school catalog. Mayfield College will make available upon request a copy of the school's accreditation, licensure, and/or approval. To request a copy, students should submit a request in writing to the Campus President/Executive Director.

Services for Disabled Students

Students should refer to the school catalog for information on services available to disabled students attending the institution.

Costs of Attending the Institution

A student should refer to the catalog for more detailed information regarding the costs of attending the institution (tuition and fees, books and supplies, room and board, and any other applicable costs of the program in which the student is enrolled or has expressed an interest).

Programs of Study Offered at the Institution

Students should refer to the school catalog for institution specific information regarding programs of study offered at the institution.

Mayfield College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or location in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

Mayfield College is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

General Educational Development (GED) Information

Students who have not earned a High School Diploma may be eligible to take the General Educational Development (GED) tests to earn the GED credential. Mayfield College offers a free GED preparation course to all students. Please see the Education



Department for additional information and nearby testing center locations. The Admissions Office is also available for assisting students who seek information on GED tests.

School Facilities Associated with Academic Programs

Students should refer to the school catalog for institution specific information regarding school facilities.

Student Disclosures and Student Right-To-Know Act

Federal regulations and the Student Right-to-Know Act require institutions participating in Federal Student Aid to provide additional disclosures to students. The disclosures are appended to this Student Consumer Information form and include:

- Completion/Graduation Rates
- Placement Rates

Information related to these required disclosures will be distributed to all current and prospective students by July 1 each year via the school's website. Current and prospective students may request a copy of the disclosures at any time from the campus President, Director of Admissions or Director of Financial Aid.

Constitution and Citizenship Day (September 17th)

Institutions comply with the "Consolidated Appropriations Act, 2005." The law states that "each educational institution that receives Federal funds for a fiscal year shall hold an educational program on the United States Constitution on September 17 of such year for the students served by the educational institution." The law requires that Constitution Day be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week

The National Archives has a Web site with a scan of the U.S. Constitution available online at:

http://www.archives.gov/national_archives_experience/charters/constitution.html



U.S. Voter Registration

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outline by their state or for a downloadable version of the form visit the U.S. Election Assistance Commission at

<http://www.eac.gov/voter/Register%20to%20Vote>.

Drug and Alcohol Abuse Prevention Information

Federal regulation requires an institution that participates in any Federal Student Aid program to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. Current and prospective students will receive a notice containing the specific URL address of the Campus Security and Drug-Free Campus/Workplace report. Current and prospective students may request a copy of this report at any time from the Campus President or Director of Financial Aid.

Campus Security / Clery Act

Federal regulation requires an institution to compile an Annual Security Report disclosing the institution's security policies, procedures, and crime statistics on or before October 1st each year. Students may request a copy of this report at anytime from the Campus President or Director of Financial Aid.

Prevention of Financial Aid/Scholarship Fraud

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the U.S. Department of Education, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected by a 'national foundation' to receive a scholarship' or 'You're a finalist,' in a contest you never entered.



To file a complaint, or for free information, students or parents should call 1.877.FTC.HELP (1.877.382.4357) or visit: www.ftc.gov/scholarshipscams

Medical Front Office Advanced

The objective is for students in this program to receive a solid foundation in medical terminology, medical insurance forms, medical billing software, introduction to medical transcription, processing medical documents, as well as basic business computer applications. They will be prepared to work in private physicians' offices, clinics, physicians' groups, or medical billing offices in such entry level positions as medical receptionist, medical transcriptions, medical documents processing clerk, medical billing clerk, medical insurance clerk, and insurance processing clerk.

Standard Occupational Classification (SOC) 11-9111
CIP (Classification of Instructional Program) Code: 51.0714
*Occupational Information Network (O*NET)*
<http://www.onetonline.org/link/summary/43-6013.00>

Cost of Program

(When completed in normal time)

Tuition:	\$11,242.50
*Registration Fee:	\$75.00
Books and Supplies (estimated cost):	\$1,500.00
Uniform Fee:	\$50.00
*/**Student Tuition Recovery Fund:	\$32.50
Room and Board:	Not Applicable
Total Cost:	\$12,900.00

*Non-Refundable

** \$2.50 for every \$1000 rounded to the nearest \$1000
 Applicable only to California residents.

Median Loan Debt

Title IV Loan Debt:	\$7,352
Private Loan Debt:	\$0
Institutional Loan Debt:	\$126

Net Price Calculator

Net Price Calculator

Please read. Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 113 which amended HEA Title I, Part C, added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h)). **Click Continue to begin.**

[Continue](#)

Note: The Higher Education Opportunity Act defines net price as the net price for first-time, full-time degree-seeking students. Title IV institutions that do not enroll first-time, full-time students are not required to have a net price calculator under the HEOA.

[\(http://nces.ed.gov/ipeds/netpricecalculator/\)](http://nces.ed.gov/ipeds/netpricecalculator/)



Length of Program

40 Weeks
 33 Semester Credit Hours
 725 Clock Hours

Award

Medical Front Office Advanced Diploma

Program Completion

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) On-Time Graduation Rate: 85%

Program Placement

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) Job Placement Rate: 72%

Massage Therapy

The Massage Therapy certificate program has been designed to prepare students for entry-level employment as a massage therapist and/or to enter private practice. Graduates of the program may enter the field working in massage offices and private practice, physicians' offices, hospitals and medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs and fitness centers, spas and resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, as well as, setting up individual private practices.



Standard Occupational Classification (SOC) 31-9011
CIP (Classification of Instructional Program) Code: 51.3501
*Occupational Information Network (O*NET)*
<http://www.onetonline.org/find/quick?s=message+therapy>

Cost of Program

(When completed in normal time)

Tuition:	\$11,242.50
*Registration Fee:	\$75.00
Books and Supplies (estimated cost):	\$1,500.00
Uniform Fee:	\$50.00
*/**Student Tuition Recovery Fund:	\$32.50
Room and Board:	Not Applicable
Total Cost:	\$12,900.00

*Non-Refundable

** \$2.50 for every \$1000 rounded to the nearest \$1000
 Applicable only to California residents.

Median Loan Debt

Title IV Loan Debt:	\$7,485
Private Loan Debt:	\$0
Institutional Loan Debt:	\$0

Net Price Calculator

Net Price Calculator

Please read. Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2009 (see HEOA Sec. 111 which amended HEA Title I, Part C; added HEA Sec. 132(a), Sec. 132(f); 20 U.S.C. 1015a(e), 20 U.S.C. 1015a(f)). **Click Continue to begin.**

[Continue](#)

[\(http://nces.ed.gov/ipeds/netpricecalculator/\)](http://nces.ed.gov/ipeds/netpricecalculator/)

Note: The Higher Education Opportunity Act defines net price as the net price for first-time, full-time degree/certificate-seeking students. Title IV institutions that do not enroll first-time, full-time students are not required to have a net price calculator under the HEOA.

Some institutions might not receive the net price calculator application. If you do not receive the net price calculator application, you may need to contact your institution's financial aid office for more information.

Length of Program

60 Weeks
 56 Semester Credit Hours
 1,080 Clock Hours

Award

Massage Therapy Diploma

Program Completion

Not Applicable

Program Placement

Not Applicable



General Office Advanced

The objective is for students in this program to acquire proficiency in all the major functions of the microcomputer, including operating systems, word processing, spreadsheet analysis, database management, graphics, communications, and a variety of specialized application and utility programs. They will be able to function in a small, generalized office, or in a larger organization in such entry level positions as administrative assistant, administrative clerk, administrative support, general office clerk, Accounts Payable Clerk, Accounts Receivable Clerk, General Ledger Clerk, and assistant office manager. This course prepares students for the Microsoft Office Specialist (MOS) certification exams.

Standard Occupational Classification (SOC) 43-9061
CIP (Classification of Instructional Program) Code: 52.0204
Occupational Information Network (O*NET)
<http://www.onetonline.org/link/summary/43-6011.00>

Cost of Program

(When completed in normal time)

Tuition:	\$11,242.50
*Registration Fee:	\$75.00
Books and Supplies (estimated cost):	\$1,500.00
Uniform Fee:	\$50.00
*/**Student Tuition Recovery Fund:	\$32.50
Room and Board:	Not Applicable
Total Cost:	\$12,900.00

*Non-Refundable
** \$2.50 for every \$1000 rounded to the nearest \$1000
Applicable only to California residents.

Median Loan Debt

Title IV Loan Debt:	\$7,350
Private Loan Debt:	\$0
Institutional Loan Debt:	\$0

Net Price Calculator

Net Price Calculator

Please read. Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2008 (see HEOA Sec. 113 which amended HEA Title I, Part C) added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h)). [Click Continue to begin.](#)

[\(http://nces.ed.gov/ipeds/netpricecalculator/\)](http://nces.ed.gov/ipeds/netpricecalculator/)

Note: The Higher Education Opportunity Act defines net price as the net price for first-time, full-time degree/certificate-seeking students. Title IV institutions that do not enroll first-time, full-time students are not required to have a net price calculator under the HEOA.



Length of Program

40 Weeks
31 Semester Credit Hours
729 Clock Hours

Award

General Office Advanced Diploma

Program Completion

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) On-Time Graduation Rate: 62%

Program Placement

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) Job Placement Rate: 71%

Computer Support Technician Advanced

The objective is for students in this program to acquire the basic skills necessary to seek, identify, locate and solve problems in computer systems and peripherals. They will be able to analyze and troubleshoot problems that are either hardware or software related. They will be able to integrate new peripherals into the normal office computer system, and install new software and hardware as systems are upgraded. This program prepares students for entry-level positions such as Computer Tech, Support Technician, and Service Field Technician. This course prepares students for the CompTIA A+ certification exam.



Standard Occupational Classification (SOC) 15-1111
CIP (Classification of Instructional Program) Code: 11.1099
*Occupational Information Network (O*NET)*
<http://www.onetonline.org/link/summary/15-1041.00>

Cost of Program

(When completed in normal time)

Tuition:	\$11,242.50
*Registration Fee:	\$75.00
Books and Supplies (estimated cost):	\$1,500.00
Uniform Fee:	\$50.00
*/**Student Tuition Recovery Fund:	\$32.50
Room and Board:	Not Applicable
Total Cost:	\$12,900.00

*Non-Refundable

** \$2.50 for every \$1000 rounded to the nearest \$1000

Applicable only to California residents.

Median Loan Debt

Title IV Loan Debt:	\$7,250
Private Loan Debt:	\$0
Institutional Loan Debt:	\$134

Net Price Calculator

Net Price Calculator

Please read. Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2009 (see HEOA Sec. 111 which amended HEA Title I, Part C; added HEA Sec. 132(a); Sec. 132(b) (24 U.S.C. 1015a(e), 20 U.S.C. 1015a(h))). Click Continue to begin.

[Continue](#)

Note: The Higher Education Opportunity Act defines net price as the net price for first-time, full-time degree-seeking students. Title IV institutions that do not enroll first-time, full-time students are not required to have a net price calculator under the HEOA.

Net Price Calculator (NPCI) for HEOA

[\(http://nces.ed.gov/ipeds/netpricecalculator/\)](http://nces.ed.gov/ipeds/netpricecalculator/)

Length of Program

40 Weeks
 33 Semester Credit Hours
 725 Clock Hours

Award

Computer Support Technician Advanced
 Diploma

Program Completion

July 1, 2010 to June 30, 2011 Council on
 Occupational Education (COE) On-Time
 Graduation Rate:

68%

Program Placement

July 1, 2010 to June 30, 2011
 Council on Occupational Education (COE)
 Job Placement Rate:

76%

Heating, Ventilation and Air Conditioning



The objective is for students in this program to acquire the skills necessary to identify, locate and solve heating, ventilating, air conditioning and refrigeration problems in all types of buildings from residential to commercial. Students will apply theory and principles learned in the class and lab settings that will help them to develop, select, operate and test heating, ventilating and air conditioning equipment. The program emphasizes theory, as well as hands-on practice.

Standard Occupational Classification (SOC) 55-3011
CIP (Classification of Instructional Program) Code: 47.0201
*Occupational Information Network (O*NET)*
<http://www.onetonline.org/link/summary/49-9021.01>

Cost of Program

(When completed in normal time)

Tuition:	\$13,387.50
*Registration Fee:	\$75.00
Books and Supplies (estimated cost):	\$1,500.00
Uniform Fee:	\$50.00
*/**Student Tuition Recovery Fund:	\$37.50
Room and Board:	Not Applicable
Total Cost:	\$15,050.00

*Non-Refundable

** \$2.50 for every \$1000 rounded to the nearest \$1000
 Applicable only to California residents.

Median Loan Debt

Title IV Loan Debt:	\$9,350
Private Loan Debt:	\$0
Institutional Loan Debt:	\$34

Net Price Calculator

Net Price Calculator

Please read. Welcome to the Net Price Calculator application. This application will assist you in setting up a Net Price Calculator to post on your institution's website as required in the Higher Education Opportunity Act of 2009 (see HEOA Sec. 111 which amended HEA Title I, Part C; added HEA Sec. 322(a), Sec. 1207) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h)). **Click Continue to begin.**

[Continue](#)

Note: The Higher Education Opportunity Act defines net price as the net price for first-time, full-time degree-seeking students. Title IV institutions that do not enroll first-time, full-time students are not required to have a net price calculator under the HEOA.

[\(http://nces.ed.gov/ipeds/netpricecalculator/\)](http://nces.ed.gov/ipeds/netpricecalculator/)

Length of Program

40 Weeks
 35 Semester Credit Hours
 720 Clock Hours

Award

HVAC Diploma

Program Completion

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) On-Time Graduation Rate:

66%

Program Placement

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) Job Placement Rate:

92%

Medical Assisting

The objective is for students in this program to specialize in industry-current medical, clinical and administrative procedures. Instruction in the clinical aspect of the program includes medical terminology, anatomy and physiology, patient relations, use and care of diagnostic equipment, venipuncture, injections, infection control protocol, EKG operations, urinalysis and treatment procedures commonly performed in a medical setting. The administrative aspect includes scheduling appointments, medical bookkeeping, processing insurance forms, and other critical patient services.



Standard Occupational Classification (SOC) 31-9093
CIP (Classification of Instructional Program) Code: 51.0801
*Occupational Information Network (O*NET)*
<http://www.onetonline.org/link/summary/31-9092.00>

Cost of Program

(When completed in normal time)

Tuition:	\$11,242.50
*Registration Fee:	\$75.00
Books and Supplies (estimated cost):	\$1,500.00
Uniform Fee:	\$50.00
*/**Student Tuition Recovery Fund:	\$32.50
Room and Board:	Not Applicable
Total Cost:	\$12,900.00

*Non-Refundable

** \$2.50 for every \$1000 rounded to the nearest \$1000
 Applicable only to California residents.

Median Loan Debt

Title IV Loan Debt:	\$7,350
Private Loan Debt:	\$0
Institutional Loan Debt:	\$0

Net Price Calculator

Net Price Calculator



[\(http://nces.ed.gov/ipeds/netpricecalculator/\)](http://nces.ed.gov/ipeds/netpricecalculator/)

Length of Program

40 Weeks
 36 Semester Credit Hours
 720 Clock Hours

Award

Medical Assisting Diploma

Program Completion

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) On-Time Graduation Rate:

72%

Program Placement

July 1, 2010 to June 30, 2011 Council on Occupational Education (COE) Job Placement Rate:

72%