■ ADDENDUM, Effective February 17, 2016: The effective date of the school catalog is extended to April 1, 2016 unless republished prior to the extended date.

■ ADDENDUM, effective February 1, 2016: The following lab and technology fee language has been updated to the catalog:

All students enrolled or enrolling in a degree program with an academic year start date of February 1, 2016 or later will be assessed a technology fee of $150.00 per academic year. All new students enrolling in a diploma program will be assessed a lab fee of $150 per academic year.

■ ADDENDUM, effective February 1, 2016: The following policies have been added and/or updated to the catalog:

1. Requirements and Procedures
   • High school diploma or a recognized equivalent such as the GED is required for admittance. Applicants who do not submit a diploma or recognized equivalent prior to starting classes will be required to sign an “Attestation Regarding High School Graduation or Equivalency” indicating they meet the school’s requirements for admission.
   • High school seniors who are accepted on a conditional basis must sign an “Attestation Regarding High School Graduation or Equivalency” following graduation and prior to starting classes.
   • Everest may allow the student to start on the basis of the student’s attestation that they have obtained and will supply a POG to the campus. Everest must obtain the student’s POG within 21 days of the student’s start date. If the school does not obtain the student’s POG within 21 days of the student’s start date, the student must be withdrawn from the program.
   • Applicants are informed of their acceptance status shortly after all required information is received and the applicants’ qualifications are reviewed.
   • Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
   • Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
   • Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

   Note: Effective May 31, 2016, attestations will no longer be accepted, and the school will not permit a student to start classes without first receiving and approving the student’s POG.

2. Transcript and Diploma Release
   Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

   Transcript and diploma requests must be made in writing to the Office of the Registrar. Students who are current with their financial obligation to the campus, and students who owe the campus an outstanding balance of $1,500 or less, may obtain an official transcript by submitting a completed Transcript Request Form to the campus Registrar. Students who have outstanding balances above $1,500 may receive an unofficial copy of their transcript.

   Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

3. Student Academic Appeals Policy
   A student may submit an appeal based on one of three adverse determinations:
   • Attendance policy violation
   • Satisfactory Academic Progress (SAP) violation or
   • Final grade(s).

   Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

   Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:
   • Specific academic decision at issue and
   • Resolution sought by the student.

   A SAP or Attendance violation appeal must include an explanation of the circumstances that:
   • Led to the violation and
   • Will improve achievement going forward.

   For a final grade appeal, the student will include the informal steps taken to address the disagreement.
Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

### Attendance Violation Appeals

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- **Percentage Absence (program or term)** – post positive attendance ("present") within five calendar days of the date of violation and
- **Consecutive Day Absence** - post positive attendance the next scheduled class after the violation (for an online course, post attendance by the Sunday date immediately following the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program. The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

### Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the tenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see Satisfactory Academic Progress and Retaking Coursework Policy). The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student’s advisor and place the student on FA probation.

### Final Course Grades

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program. Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor’s discretion, consistent with the grade policy and syllabus guidelines.
4. **ADD/DROP POLICY (DEGREE PROGRAMS ONLY)**

   Continuing students may register for classes prior to the start of the 12-week term. Once the term has started, students may add or drop courses during the add/drop period without academic penalty upon obtaining approval from Academic administration and the Student Finance office.

   The taking of attendance of new and re-entering students who enroll during the add/drop period will begin the first scheduled class session following the student’s enrollment. The add/drop period for full term (12-week) courses is the first 14 calendar days of the term, excluding holidays. For either the six-week 1 or six week 2 courses, the add/drop period is the first seven calendar days of the course, excluding holidays.

   Students who enroll in a 12-week course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be unregistered from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14th calendar day of the 6-week course, or be dropped from the course.

**Impact of Add/Drop on Financial Aid Calculation**

   Adding or dropping a course may impact a student’s enrollment status and the amount of financial aid for which the student is eligible. If the student adds or drops a course, Student Finance office will advise the student of the financial consequences. Student Finance Support and Student Accounts will process any adjustments to a student’s charges or financing due to adding or dropping courses.

   For 6-week 2 courses to be considered in the determination of a student’s enrollment status for Pell grant purposes only, a student must register for the courses by the close of business on day 14 of the start of the full term (i.e., prior to the Census date).

5. **Satisfactory Academic Progress**

   **Rate of Progress Toward Completion**

   The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student’s ROP.

   **Maximum Time Frame to Complete**

   The maximum time frame for completion of all programs below the master’s level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student’s maximum time frame.

**SAP Advising**

   SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the **Academic Advising Form**. The form shall be kept in the student’s academic file.

   The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

   o Students must receive the notification by the third (3) calendar day of the subsequent module; and
   o Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

**Financial Aid Probation**

   At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy.
Retaking Passed Coursework

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses will appear on the student’s transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students’ maximum time frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. Each attempt counts in the calculation of the students’ rate of progress and successful completion percentages. All repeated coursework will appear on the student’s transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Veterans Affairs (VA) Students are not eligible for VA funding for repeating passed coursework, or more than one attempt at repeating failed coursework.

6. LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, personal reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. However, an LOA will not be granted for any of the following reasons:

a) The courses that the student needs are not available;
b) The courses that the student needs are available, but the student declines to take them;
c) An externship/internship site is not available for the student;
d) A student is unable to pay tuition;
e) The student is failing a course(s); or
f) To delay the return of unearned federal funds.

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

a) the school documents the unforeseen circumstances and the Academic Dean or Director of Education determines that these circumstances meet the exception requirements (i.e., “of an unusual nature and not likely to recur”), and
b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Return from a Leave of Absence

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. A student who goes on leave prior to the end of a module/term will receive a grade of “L” (leave). The course(s) with a grade of “L” will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

Failure to Return From a Leave of Absence

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student’s last day of attendance (LDA). The “L” grade in the LOA course(s) will be changed to “W” (withdraw). The course(s) having a grade of “W” will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.
Possible Effects of Leave of Absence
Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms including the grace period
  - Rate of progress
  - Maximum time frame for completion

7. Attendance Policy
Establishing Attendance/Verifying Enrollment

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class must attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance
The School will monitor student attendance on the basis of both consecutive absences (the “Consecutive Absence Rule”) and absences as a percentage of the hours (minus externship hours) in the term/program (the “Percentage Absence Rule”). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy. If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

Consecutive Absence Rule
When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Percentage Absence Rule
Diploma Programs:
For students who have not previously violated the attendance policy:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% of the total classroom hours missed</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>20% of the total classroom hours missed</td>
<td>Withdrawn from the module and dismissed from school</td>
</tr>
</tbody>
</table>

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
20% of the remaining classroom hours missed | Withdrawn from the module and dismissed from school

Degree Programs

For students who have not previously violated the attendance policy:

<table>
<thead>
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<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of the total hours for all courses in a term</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>40% of the total hours for all courses in a term</td>
<td>Withdrawn from all courses and dismissed from school</td>
</tr>
</tbody>
</table>

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</tr>
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<td>Withdrawn from the module and dismissed from school</td>
</tr>
</tbody>
</table>

When a student violates the applicable percentage absence rule, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

8. STUDENT GRIEVANCE PROCEDURE

You may bring a complaint against the School and initiate the School’s Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor’s resolution of your complaint, you may appeal his/her decision to the Campus President. You may then appeal the President’s decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School’s Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at studentservices@zenith.org.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002
(202) 336-6780, (202) 842-2593 (fax)
www.acics.org

Students may also contact and file a complaint with the state’s agency and the Colorado Attorney General’s Office at the following mailing address:

Attorney General
1525 Sherman St.
Denver, CO 80203
Ph: 303-866-4500
Consumer Line: 800-222-4444
9. INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS (Added)

International students must meet all admission requirements as stated in the school catalog. Campuses may not admit international students without an I-17 Petition approved through the Student and Exchange Visitor Program (SEVP).

Additionally, international students must:

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
  a. Bank letter verifying student’s available funds (self-sponsoring).
  b. Bank letter verifying sponsor’s available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
  c. Form I-134 if sponsor is not a citizen or legal permanent resident of the U.S.
  d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee to the Department of Homeland Security.
- International students must meet the same programmatic entrance requirements as domestic students.

**Note:** M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

**Refugees and Asylees** - Refugees and asylees must provide documentation of their refugee/asylee status (e.g., confirmation of USCIS receipt of Form I-589, I-94, etc.), meet the general admission requirements, and provide proof of English proficiency prior to admission.

**Online Students** - Foreign students who apply for an online program and who intend to complete their studies without entering the United States must meet the general admission requirements and provide proof of English proficiency prior to admission.

**Undocumented Resident Aliens** - Undocumented resident aliens who graduated from a United States high school are not considered international students for purposes of this policy, and may be admitted as cash paying students provided that they meet all admission requirements.

**English Proficiency**

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for diploma and undergraduate programs are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

<table>
<thead>
<tr>
<th>Test:</th>
<th>TOEFL</th>
<th>MELAB</th>
<th>IELTS</th>
<th>ELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score:</td>
<td>45 Internet Based</td>
<td>133 Computer Based</td>
<td>450 Paper Based</td>
<td>60</td>
</tr>
</tbody>
</table>

7
Note: Intensive English Studies Students - Students lacking the required English proficiency may be admitted and enrolled in the appropriate Intensive English course as stated in the school catalog so long as all other international admission requirements are met. Such students must successfully complete the Intensive English course.

10. Federal Work Study
The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study.
FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. Please contact your Student Finance representative for more information.

Requirements for FWS Students
Students must meet all eligibility criteria required for receipt of federal aid, including:
- Maintaining satisfactory academic progress (SAP)
- Maintaining at least half-time enrollment

Additional requirements include:
- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

11. Financial Good Standing (Added)
Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.
For a student to be considered in good financial standing the student must:
- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
  - $2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
  - $5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:
- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:
- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.
Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

12. CRIMINAL BACKGROUND SCREENING
- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student’s inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering students are subject to the same background check requirements as a new student.

13. GRANTS AND SCHOLARSHIPS

Zenith Student Grant
The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:
- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover the amount of calculated EFC in excess of $500, plus any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility
To be eligible, the student must:
- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds
The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant
Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student’s:
- Determined financial need
- Enrollment

Timeliness of his/her financial aid application

■ ADDENDUM, Effective January 11, 2016 for DEGREE PROGRAMS and February 8, 2016 for DIPLOMA PROGRAMS: The following Linear and Modular tuition tables have been updated to the catalog:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,522</td>
<td>$953</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,386</td>
<td>$1,509</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,127</td>
<td>$2,041</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$15,546</td>
<td>$2,288</td>
</tr>
<tr>
<td>Degree Program</td>
<td></td>
<td></td>
<td>Tuition</td>
<td>Books (estimated)</td>
</tr>
<tr>
<td>Associate of Applied Science in Accounting</td>
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Associate of Applied Science in Criminal Justice See Flat-term rate table $4,900
Associate of Applied Science in Legal Assistant/Paralegal See Flat-term rate table $4,600

Book Price effective January 1, 2016
Tuition for linear effective January 11, 2016
Tuition for modular effective February 8, 2016
*Tuition includes a one-time certification exam attempt.

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Effective January 11, 2016
NOTE: For students who are enrolling in school at the mini-term, tuition is $2,636. Thereafter, students are subject to the tiered quarterly tuition rate.

ADDENDUM, Effective December 30, 2015: The following language has been added to the catalog.

CODE OF STUDENT CONDUCT
Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All Everest schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, Everest Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudice the student.

The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

SEXUAL HARASSMENT POLICY
Everest strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any Everest campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

APPENDIX A
Statement on Sexual Misconduct Response and Prevention
Scope
This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

Definitions
Campus Security Authority - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:


Consent - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual’s capacity to consent freely and may render an individual incapable of giving consent.

Domestic Violence – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person’s acts under the jurisdictional domestic or family violence laws.

Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Rape - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

Sexual contact - is the deliberate touching of a person’s intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person’s intimate body parts.

Sexual assault - is defined as physical contact of a sexual nature against the victim’s will or without the victim’s consent.

Sexual harassment - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student’s education or colleague’s employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreason-ably interfering with the colleague/student’s welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

Sexual misconduct - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.
Stalking - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Code of Student Conduct - standards of behavior expected of all accepted or enrolled students.

Title IX Coordinator - The Title IX Coordinator’s purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

Title IX - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

VAWA Incident – an incident in relation to domestic violence, dating violence, and stalking

Reporting of Crimes

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith Education Group reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

Options for Reporting and Confidentially Disclosing Sexual Violence

Zenith encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim’s confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus President and the Regional Vice President of Operations.

1 Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator’s purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr. Robert Boggs or Tinamarie Aguilar, send your concerns to TitleIXquestions@zenith.org. You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.
This policy is intended to make students aware of the various reporting and confidential disclosure options available to them—so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

The Options

A. Privileged and Confidential Communications

- **Professional and Pastoral Counselors** Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim’s permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

- NOTE: While these professional counselors and advocates may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

- ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

B. Reporting to Responsible Employees

A “responsible employee” is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened—including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The Campus President is the School’s responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations—and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to
honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

**Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim’s request for confidentiality.

**If the School determines that it cannot maintain a victim’s confidentiality**, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School’s response.

The School will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.
Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action—such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim’s request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

At Zenith schools, the Campus President shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus President the Regional Vice President of Operations will act as the Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

Take Back the Night and other public awareness events

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

Off-campus Counselors and Advocates.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Campus Security Authority

The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offences (e.g., Campus President, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.
Where applicable, the institution shall uphold orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

**Sexual Offences’ Reporting and Disciplinary Procedures**

Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

2 “Sexual Offences” as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

**Disciplinary Action**

All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School’s prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim’s academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;
- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

**Violence against Women**

Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

**Campus Community Safety is Primary**

The School’s primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.
As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Victim Confidentiality

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

State-Specific Statements

Virginia

Child Abuse and Neglect Reporting

Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.

The Department of Social Service’s toll-free child abuse and neglect hotline is 1-800-552-7096. Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: http://www.ncsl.org/research/human-services/redirect-mandatory-rprtng-of-child-abuse-and-neglect-2013.aspx

Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service’s website at: http://www.dss.virginia.gov/family/cps/index2.cgi.

Pennsylvania

Sexual Offences Reporting and Disciplinary Procedures

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, “Sexual Violence Education at Institutions of Higher Education” by providing a sexual violence awareness education program which provides:

- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
- Information relating to risk education and personal protection;
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
- The possibility of pregnancy and sexually transmitted diseases;
- Introduction of members of the educational community from:
  - Campus policy or security and local law enforcement;
  - Campus health center, women’s center and rape crisis center;
  - Campus counseling service or any service responsible for psychological counseling and student affairs;
- A promise of discretion and dignity;
- A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.
3 “Sexual Offences” as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

**ADDENDUM, Effective January 1, 2016:** Estimated Text/Material costs for modular programs have been updated to the catalog.

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**Degree Program**

| Associate of Applied Science in Accounting | See Flat-term rate table | $5,600 |
| Associate of Applied Science in Business | See Flat-term rate table | $5,100 |
| Associate of Applied Science in Computer Information Science | See Flat-term rate table | $3,700 |
| Associate of Applied Science in Criminal Justice | See Flat-term rate table | $4,900 |
| Associate of Applied Science in Legal Assistant/Paralegal | See Flat-term rate table | $4,600 |

**Book Price effective January 1, 2016**

*Tuition includes a one-time certification exam attempt.

**ADDENDUM, effective November 11, 2015:** The following ATB language has been removed from pages 3 and 4 of the catalog:

**ABILITY TO BENEFIT GRANDFATHERING POLICY**

Ability to Benefit students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the following ATB alternatives:
   a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
   b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

**NOTE:** The number of students enrolled under the Ability to Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

**Ability to Benefit Passing Test Scores**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAe, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPAe</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>CPT/Accuplacer</th>
<th>Wonderlic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Language: 42</td>
<td>Reading: 62</td>
<td>Reading: 35</td>
<td>Reading: 55</td>
<td>Verbal: 200</td>
</tr>
<tr>
<td></td>
<td>Reading: 43</td>
<td>Writing: 32</td>
<td>Writing: 35</td>
<td>Sentence Skills: 60</td>
<td>Quantitative: 210</td>
</tr>
</tbody>
</table>

Former CCi ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student’s academic file.

Students transferring from a non-CCi institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCi subject to Test Publisher’s retest policies.
Ability to Benefit Advising

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

■ ADDENDUM, effective November 11, 2015: The language in strikethrough below has been removed from page 22 of the catalog:

STUDENT ELIGIBILITY

To receive financial assistance you must:
1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law or qualify for admissions under the Ability to Benefit Grandfathering Policy.

■ ADDENDUM, Effective October 27, 2015: The following scholarship has been added to the catalog:

Zenith American Dream Scholarship

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after August 24, 2015 and were referred by a leader in the local community are eligible to apply for the Zenith American Dream Scholarship of $5,000 per academic year.

To be eligible a student must:
• Obtain a written reference from a leader in the student’s community
• Complete an essay or video answering the question “How will Everest (or WyoTech) Help Me Fulfill My American Dream” – see guidelines
• Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship winners

The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus President or other campus official.

Selection criteria will include:
• Written reference from a leader in the community
  o Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
• Review of the Written or Video Essay submitted
  o Logical interpretation of the subject and adherence to topic
  o Originality, Innovation and Creativity
  o Adherence to overall guidelines and deadlines applicable

Obtaining scholarship funds
The scholarship will be credited on a student’s account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Renewing the scholarship

Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must maintain satisfactory progress and a grade point average of 2.0 or above.

■ ADDENDUM, Effective July 1, 2015: Estimated Text/Material costs for modular programs have been updated to the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,158</td>
<td>$961</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,055</td>
<td>$1,411</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,745</td>
<td>$1,988</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$15,094</td>
<td>$2,149</td>
</tr>
</tbody>
</table>

Degree Program

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Books (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science in Accounting</td>
<td>See Flat-term rate table</td>
<td>$5,600</td>
</tr>
<tr>
<td>Associate of Applied Science in Business</td>
<td>See Flat-term rate table</td>
<td>$5,100</td>
</tr>
<tr>
<td>Associate of Applied Science in Computer Information Science</td>
<td>See Flat-term rate table</td>
<td>$3,700</td>
</tr>
<tr>
<td>Associate of Applied Science in Criminal Justice</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Associate of Applied Science in Legal Assistant/Paralegal</td>
<td>See Flat-term rate table</td>
<td>$4,600</td>
</tr>
</tbody>
</table>

Book Price effective July 1, 2015

*Tuition includes a one-time certification exam attempt.

■ ADDENDUM, effective June 17, 2015: The effective date of the school catalog is extended to December 31, 2015 unless republished prior to the extended date.

■ ADDENDUM, Effective April 8, 2015: The following refund policy section has been updated:

BUYER’S RIGHT TO CANCEL

The applicant’s signature on this Enrollment Agreement (Agreement) does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted, all monies paid will be refunded.

After the applicant has signed the Agreement, the applicant may request cancellation in accordance with the “CANCELLATION PERIOD” section of this Agreement. A written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

CANCELLATION PERIOD: you may withdraw the agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of this agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

Effect of Leaves of Absence on Returns

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student’s last day of attendance. For more information, see the Leave of Absence section in The School catalog.
Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, The School must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e., the student incurred more charges than he/she earned in Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student’s last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year, or in increments based on state policy, for each academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

In the event of a school ceasing operation, the student shall be entitled to 100% of the prepaid, unearned tuition and fees at the time of closure unless a teach-out is available and accepted by the student.

■ ADDENDUM, Effective April 3, 2015:

The title of the Zenith Graduation Scholarship implemented on February 2, 2015 has been updated to be called Zenith Graduation Financial Assistance, as follows:

Zenith Graduation Financial Assistance

The Zenith Graduation Financial Assistance Program is a multimillion-dollar, non-need-based institutional financial assistance program awarded to students who graduate from Everest schools owned by Zenith Education Group and were actively enrolled in their current course of study prior to February 2, 2015. The amount of the financial assistance, which could be up to $10,000 per current and future academic period, may vary by student based on the number of modules, courses or credits remaining in order for the student to complete his/her program of study, and the time frame of application submission.

The graduation financial assistance provides a 20 percent tuition reduction, prorated for the student’s remaining time in the program in which he/she was actively enrolled as of February 2, 2015 through his/her expected graduation date at the time he/she applies for the financial assistance. For students who apply on or before May 2, 2015, the tuition reduction effective date is February 2, 2015. For students who apply after May 2, 2015, the tuition reduction effective date is the date the application is submitted.

Students who withdrew prior to February 2, 2015, but reenter prior to August 2, 2015, may also apply upon reentry and be eligible upon graduation for supplemental graduation financial assistance of up to $5,000 for the purpose of covering any prior academic year balances incurred for the program that they reenter.

Eligibility

To be eligible, the student must:

- Apply for the graduation financial assistance
- Meet all application deadlines
- Maintain satisfactory academic progress throughout the remainder of his/her program
- Graduate from the program for which he/she is enrolled at the time of applying for the graduation financial assistance

Obtaining graduation financial assistance funds

The graduation financial assistance amount will be applied to the student’s account as a non-cash payment at the time of graduation to cover any outstanding tuition or fee expenses, and any credit balance that results will be resolved by:

- A payment to the government as reimbursement for payments received by Everest from the student’s federal student loans to reduce his/her loan obligation.
- A payment to the lender as reimbursement for the payments from a private student loan that the lender directly disbursed to Everest.
- A payment to the student for any tuition he/she previously paid directly to Everest.
The graduation financial assistance is non-transferable.

■ ADDENDUM, Effective April 1, 2015: Estimated Text/Material costs for modular programs have been updated to the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,158</td>
<td>$1,013</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,055</td>
<td>$1,407</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,745</td>
<td>$1,952</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$15,094</td>
<td>$2,045</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Tuition</th>
<th>Books (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science in Accounting</td>
<td>See Flat-term rate table</td>
<td>$5,600</td>
</tr>
<tr>
<td>Associate of Applied Science in Business</td>
<td>See Flat-term rate table</td>
<td>$5,100</td>
</tr>
<tr>
<td>Associate of Applied Science in Computer Information Science</td>
<td>See Flat-term rate table</td>
<td>$3,700</td>
</tr>
<tr>
<td>Associate of Applied Science in Criminal Justice</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Associate of Applied Science in Legal Assistant/Paralegal</td>
<td>See Flat-term rate table</td>
<td>$4,600</td>
</tr>
</tbody>
</table>

Tuition effective February 2, 2015  
Book Price effective April 1, 2015  
*Tuition includes a one-time certification exam attempt.

■ ADDENDUM, Effective March 6, 2015: The following highlighted change has been made to the Student Records section on page 27 of the catalog:

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for six years.

■ ADDENDUM, effective March 6, 2015: The effective date of the school catalog is extended to June 30, 2015 unless republished prior to the extended date.

■ ADDENDUM, Effective February 2, 2015: The language to remove copyright and reference to Corinthian Colleges is as follows:

The catalog copyright “Copyright © 2012 by Corinthian Colleges, Inc.” has been removed. All other references to Corinthian Colleges (CCI) have either been removed or have been replaced with Zenith Education Group.

■ ADDENDUM, Effective February 2, 2015: The language to remove Corinthian Colleges and to add Zenith Education Group is as follows:

ZENITH EDUCATION GROUP

Everest College is part of the Zenith Education Group, a nonprofit provider of career school training. Above all, we are driven to promote the long-term success of our graduates—measured in strong program completion and job placement rates. As the largest nonprofit career college system in America, we are working to help our students access the high-quality education necessary to enter into prosperous and fulfilling careers.

THE ZENITH COMMITMENT TO STUDENTS

At Zenith Education Group, we are committed to operating with integrity and complying with laws, regulations, accreditation standards, polices and our company values. Upholding these commitments is essential to fulfilling our mission to help students succeed in their pursuit of an educational experience that prepares them for the workforce.

We commit to:

- Tell the truth about
  - Educational program content
  - Instructor qualifications
Everest College – Colorado Springs
2012-2014 catalog, revision date 02/17/16
Addendum

- Program enrollment requirements
- Cost of education
- Educational program financing options and obligations
- Program completion rates
- Verifiable and accessible job placement and salary information
- Projected lifetime earnings versus the cost of the student’s education

- Be transparent with our students, each other, our regulators and the public regarding our
  - Ethical standards
  - Commitment to students
  - Program objectives and outcomes
  - Marketing and student recruiting initiatives and materials
  - Ongoing support for students’ educational goals
  - Accreditation and regulatory compliance

- Provide marketing and recruiting information and materials that are
  - Clearly written and understandable
  - Focused on the prospective student’s career goals
  - Presented to suitable student prospects
  - Honest about the student’s responsibilities that lead to completion and placement
  - Respectful of competing schools’ programs

- Be innovative through
  - Fostering an environment that supports creative educational approaches in support of program objectives and outcomes
  - Engaging our students and faculty in creating “learning laboratories” to test dynamic career education concepts
  - Continually learning and improving upon our innovative approaches
  - Reinvesting materially in enhancing student programs
  - Providing the student an affordable education

- Develop transformative education models based on meaningful collaboration with
  - Students
  - Employees
  - Employers
  - Educators
  - Program Advisory Committees
  - Thought Leaders, Foundations and other Engaged Communities

Addendum, Effective February 2, 2015: The language to add Zenith Education Group is as follows:

SCHOOL HISTORY AND DESCRIPTION

Everest College in Colorado Springs, formerly known as Blair College, was founded in Pueblo, Colorado, as Brown’s School of Business in 1897. In 1918 Mr. and Mrs. George Blair purchased Brown’s Business College and renamed it Blair’s Business College. Mr. Floyd Doty assumed ownership of the College in 1938, and in 1953 the College achieved accreditation as a two-year school of business. It was among the first group of business colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its Associate’s degree programs by the Division of Private Occupational Schools, Department of Higher Education for the State of Colorado.

On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. At the time of acquisition, the name of the institution was changed to Blair College. In June of 2006, the name of the college was changed to Everest College. Everest College in McLean, Virginia, Santa Ana, California and Fort Worth South, Texas, are additional locations of Everest College in Colorado Springs.

In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

The Colorado Springs campus is located on a five-acre site in Southeastern Colorado Springs, Colorado. The College occupies approximately 30,400 square feet of building space. There are spacious classrooms; computer, dental, massage and medical laboratories; student lounge; library; and administrative and faculty offices. A large classroom located at the west end of the building serves as the auditorium. Ample parking surrounds the Everest College building.
Everest College – Colorado Springs
2012-2014 catalog, revision date 02/17/16
Addendum

Everest College, the facility it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

**ADDENDUM, Effective February 2, 2015:** The following Modular tuition table has been updated:

These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as: a student who has never attended a Zenith Education Group school or has been withdrawn for more than one (1) year or has graduated and enrolled in a new program;
2. A re-entering student who has withdrawn and is re-entering greater than 180 days from their withdrawal date.

**Note:** Students re-entering the same program version within 180 days from their NSLDS withdrawal date, will be charged tuition at the cost per credit/quarter reflected on their most recent enrollment agreement. The withdrawn time period is calculated from the student’s withdrawal date to the module or term start date.

**Students re-entering within 180 days:**

Same Program (Same / New Program Version):
Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program):
Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)
Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

**Students re-entering greater than 180 days less than 365 days:**

Same Program (Same / New Program Version)
Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits / Length of Program)
Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student’s best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)
Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,158</td>
<td>$945</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$11,055</td>
<td>$1,312</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,745</td>
<td>$1,720</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$15,094</td>
<td>$2,007</td>
</tr>
</tbody>
</table>

*Effective February 2, 2015*

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Tuition</th>
<th>Books (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science in Accounting</td>
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</tr>
<tr>
<td>Associate of Applied Science in Legal Assistant/Paralegal</td>
<td>See Flat-term rate table</td>
<td>$4,600</td>
</tr>
</tbody>
</table>

*Effective February 2, 2015

*Tuition includes a one-time certification exam attempt.

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.
Addendum, Effective February 2, 2015: The following student grant language has been added to the catalog:

**Zenith Student Grant**

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to $10,000 per academic year, may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover any confirmed unmet financial need in excess of the student’s EFC once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

**Eligibility**

To be eligible, the student must:
- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

**Obtaining grant funds**

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

**Renewing the grant**

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student’s:
- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

### Number of Credits Enrolled In

<table>
<thead>
<tr>
<th>Credit Load</th>
<th>Cost Per Credit</th>
<th>Cost Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>$256.00</td>
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<tr>
<td>19</td>
<td>$269.47</td>
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<td>5</td>
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<td>$960</td>
</tr>
<tr>
<td>1</td>
<td>$480.00</td>
<td>$480</td>
</tr>
</tbody>
</table>

Effective February 2, 2015

NOTE: For new and re-entering students who are enrolling in school at the mini-term, tuition is $2,560. Thereafter, students are subject to the tiered quarterly tuition rate.
ADDENDUM, Effective February 2, 2015: The following graduation scholarship language has been added to the catalog:

**Zenith Graduation Scholarship**

The Zenith Graduation Scholarship is a multimillion-dollar, non-need-based institutional scholarship program awarded to students who graduate from Everest schools owned by Zenith Education Group and were actively enrolled in their current course of study prior to February 2, 2015. The amount of the scholarship, which could be up to $10,000 per current and future academic period, may vary by student based on the number of modules, courses or credits remaining in order for the student to complete his/her program of study, and the time frame of application submission.

The scholarship provides a 20 percent tuition reduction, prorated for the student's remaining time in the program in which he/she was actively enrolled as of February 2, 2015 through his/her expected graduation date at the time he/she applies for the scholarship. For students who apply on or before May 2, 2015, the tuition reduction effective date is February 2, 2015. For students who apply after May 2, 2015, the tuition reduction effective date is the date the application is submitted.

Students who withdrew prior to February 2, 2015, but reenter prior to August 2, 2015, may also apply upon reentry and be eligible upon graduation for a supplemental graduation scholarship of up to $5,000 for the purpose of covering any prior academic year balances incurred for the program that they reenter.

**Eligibility**

To be eligible, the student must:
- Apply for the scholarship
- Meet all application deadlines
- Maintain satisfactory academic progress throughout the remainder of his/her program
- Graduate from the program for which he/she is enrolled at the time of applying for the scholarship

**Obtaining scholarship funds**

The scholarship amount will be applied to the student's account as a non-cash payment at the time of graduation to cover any outstanding tuition or fee expenses, and any credit balance that results will be resolved by:
- A payment to the government as reimbursement for payments received by Everest from the student's federal student loans to reduce his/her loan obligation.
- A payment to the lender as reimbursement for the payments from a private student loan that the lender directly disbursed to Everest.
- A payment to the student for any tuition he/she previously paid directly to Everest.

The scholarship is non-transferable

ADDENDUM, Effective February 2, 2015: The Everest Opportunity Grant, President's Scholarship, Presidential Scholarship, Welcome to Your Future Scholarship and Imagine America scholarships language have been removed from the catalog.

ADDENDUM, Effective February 2, 2015: The language to update the Student Code of Conduct is as follows:

**Student Code of Conduct**

Everest and WyoTech students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the school. It is expected that you will share respect for the law, our campus rules and adhere to the highest ethical standards of conduct, whether you are in class, on campus, at off-campus sponsored activities or events, and housing.

This Student Code of Conduct is designed to maintain a learning environment that ensures the safety and well-being of everyone on campus, encourages students in the practice of good citizenship and self-discipline, and protects the school's property and equipment by promoting integrity, academic achievement, and personal responsibility.

Questions and concerns may be reported by calling 855-218-6009.

**Conduct Affecting On-Campus Safety**

Everest and WyoTech will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:
- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school's or another's property
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• Harassment or intimidation of others, including bullying or cyberbullying
• Endangering yourself or others, infliction of physical harm
• Any other behavior deemed inappropriate by the school

Conduct Affecting Student Learning
Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:
• Cheating, plagiarism, fabrication or other forms of academic dishonesty
• Falsifying, or altering documents; misusing documents, funds, or school property
• Disruptive actions, including:
  − Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  − Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person’s prior permission
• Failure to comply with school policies or directives
• Any action that interferes with the learning environment or the rights of others

While students have the right to freedom of expression, including the right to dissent, protest, or articulate exception to the material and assessments offered in any course, this expression cannot interfere with the rights of others, hinder instruction, or disrupt the process of the school. Students have a responsibility to express ideas in a safe and respectful manner.

Limitations on Students with Pending Disciplinary Matters
Any student with a pending disciplinary matter shall not be allowed to:
• Graduate or participate in graduation ceremonies; or
• Engage in any other school-related activities determined by the school

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission or transfer to another campus prior to resolving the outstanding disciplinary issue. Disciplinary matters are addressed in accordance with written policies and procedures and follow accreditor standards and expectations.

Conduct that does not Result in Suspension or Dismissal
If the school determines that the student’s behavior may have violated this Code, but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct Resulting in Suspension or Dismissal
If the school determines that a student’s behavior should result in a suspension or dismissal, the school will promptly provide the student with a written notice of:
• The conduct resulting in the suspension or dismissal;
• The specific penalty being imposed;
• The student’s right to submit a written appeal within five calendar days following the date of the school’s suspension or dismissal determination

■ ADDENDUM, Effective February 2, 2015: The following Student Grievance Procedure has been updated to the catalog.

Student Grievance Procedure
You may bring a complaint against the School and initiate the School’s Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to respond to your complaint within 15 days. If you are not satisfied with your academic advisor’s resolution of your complaint, you may appeal his/her decision to the President of the School. You may then appeal the President’s decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School’s Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Council for Independent Colleges and Schools. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:
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Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
(202) 336-6780

Students may also contact and file a complaint with the state’s agency and the Colorado Attorney General’s Office at the following mailing address:

Attorney General
1525 Sherman St.
Denver, CO 80203
Ph: 303-866-4500
Consumer Line: 800-222-4444
Fax: 303-866-5691
attorney.general@state.co.us
Website: http://www.coloradoattorneygeneral.gov/

■ ADDENDUM, Effective February 2, 2015: The language to update the Statement of Ownership is as follows:

Statement of Ownership
This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith’s sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

1 Imation Place
Building 2
Oakdale, MN 55128

<table>
<thead>
<tr>
<th>Directors</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>John DePodesta, Chair</td>
<td>David Hawn, President and CEO</td>
</tr>
<tr>
<td>Gary Cook</td>
<td>Greg Van Guilder, Chief Financial Officer and Treasurer</td>
</tr>
<tr>
<td>Roberta Cooper Ramo</td>
<td>Dan Fisher, General Counsel and Corporate Secretary</td>
</tr>
<tr>
<td>David Hawn</td>
<td></td>
</tr>
<tr>
<td>I. King Jordan</td>
<td></td>
</tr>
<tr>
<td>James McKeon</td>
<td></td>
</tr>
<tr>
<td>Jack O’Connell</td>
<td></td>
</tr>
<tr>
<td>Maurice Salter</td>
<td></td>
</tr>
</tbody>
</table>

ECMC Group

<table>
<thead>
<tr>
<th>Directors</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>John DePodesta, Chair</td>
<td>David Hawn, President</td>
</tr>
<tr>
<td>Gary Cook</td>
<td>Greg Van Guilder, Treasurer</td>
</tr>
<tr>
<td>I. King Jordan</td>
<td>Dan Fisher, Secretary</td>
</tr>
<tr>
<td>James McKeon</td>
<td></td>
</tr>
<tr>
<td>Jack O’Connell</td>
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</tr>
<tr>
<td>Maurice Salter</td>
<td></td>
</tr>
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</table>

Zenith Education Group

<table>
<thead>
<tr>
<th>Directors</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>John DePodesta, Chair</td>
<td>David Hawn, President</td>
</tr>
<tr>
<td>Gary Cook</td>
<td>Greg Van Guilder, Treasurer</td>
</tr>
<tr>
<td>I. King Jordan</td>
<td>Dan Fisher, Secretary</td>
</tr>
<tr>
<td>James McKeon</td>
<td></td>
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<tr>
<td>Jack O’Connell</td>
<td></td>
</tr>
</tbody>
</table>

■ ADDENDUM, Effective February 2, 2015: The language to update the School Ownership table is as follows:

<table>
<thead>
<tr>
<th>The following schools are owned by Zenith Education Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everest College</td>
</tr>
<tr>
<td>Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO)</td>
</tr>
<tr>
<td>Aurora, CO (additional location of Everest College, Thornton, CO)</td>
</tr>
<tr>
<td>Atlanta West, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Bedford Park, IL (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Bremerton, WA (main campus)</td>
</tr>
<tr>
<td>Burr Ridge, IL (branch of Everest College, Skokie, IL)</td>
</tr>
<tr>
<td>Chesapeake, VA (additional location of Everest College, Newport News, VA)</td>
</tr>
<tr>
<td>Colorado Springs, CO (main campus)</td>
</tr>
<tr>
<td>Dallas, TX (additional location of Everest College, Portland, OR)</td>
</tr>
<tr>
<td>Detroit, MI (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Eagan, MN (additional location of Everest Institute, Cross Lanes, WV)</td>
</tr>
<tr>
<td>Gahanna, OH (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Grand Rapids, MI (main campus)</td>
</tr>
<tr>
<td>Houston (Bissonnet), TX (branch of Everest College, Renton, WA)</td>
</tr>
<tr>
<td>Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)</td>
</tr>
<tr>
<td>Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)</td>
</tr>
<tr>
<td>Jonesboro, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Kalamazoo, MI (additional location of Everest Institute, Grand Rapids, MI)</td>
</tr>
<tr>
<td>Marietta, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Norcross, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Pittsburgh, PA (main campus)</td>
</tr>
</tbody>
</table>

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Everest, WA (additional location of Everest College, Bremerton, WA)
Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT)
Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)
Henderson, NV (main campus)
Kansas City, MO (additional location of Everest University, Pompano Beach)
Melrose Park, IL (branch of Everest College, Skokie, IL)
Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI)
Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)
Newport News, VA (main campus)
Portland, OR (main campus)
Renton, WA (main campus)
Salt Lake City, UT (main campus)
Seattle, WA (main campus)
Skokie, IL (main campus)
Springfield, MO (main campus)
St. Louis, MO (additional location of Everest College, Bremerton, WA)
Tacoma, WA (additional location of Everest College, Bremerton, WA)
Thornton, CO (main campus)
Vancouver, WA (additional location of Everest College, Portland, OR)
Vienna, VA (Tyson’s Corner) (additional location of Everest College, Colorado Springs, CO)
Woodbridge, VA (additional location of Everest College, Seattle, WA)

Everest Institute
Austin, TX (branch of Everest Institute, Southfield, MI)
Bensalem, PA (additional location of Everest College, Seattle, WA)
Chelsea, MA (additional location of Everest Institute, Southfield, MI)
Cross Lanes, WV (main campus)
Dearborn, MI (branch of Everest Institute, Southfield, MI)

Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
San Antonio, TX (main campus)
Silver Spring, MD (additional location of Everest College, Portland, OR)
Southfield, MI (main campus)
South Plainfield, NJ (branch of Everest Institute, Southfield, MI)

Everest University
Tampa (Brandon), FL (additional location of Everest University North Orlando, FL)
Jacksonville, FL (additional location of Everest University, North Orlando, FL)
Lakeland, FL (additional location of Everest University, North Orlando, FL)
Largo, FL (additional location of Everest University, North Orlando, FL)
Melbourne, FL (additional location of Everest University, North Orlando, FL)
North Orlando, FL (main campus)
Orange Park, FL (additional location of Everest University, North Orlando, FL)
Pompano Beach, FL (additional location of Everest University, North Orlando, FL)
South Orlando, FL (additional location of Everest University, North Orlando, FL)
Tampa, FL (additional location of Everest University, North Orlando, FL)

WyoTech
Blairsville, PA (branch of WyoTech, Laramie, WY)
Daytona Beach, FL (main campus)
Laramie, WY (main campus)

ADDENDUM, Effective January 1, 2015: The estimated text/material cost has been updated to the catalog.

Program | Program Length | Credit Units | Tuition | Estimated Text/Materials
---|---|---|---|---
Dental Assistant | 33 weeks | 48 | $15,198 | $945
Massage Therapy | 36 weeks | 55 | $13,819 | $1,312
Medical Administrative Assistant | 33 weeks | 48 | $15,931 | $1,720
Medical Assistant V. 2 | 41 weeks | 60 | $18,868 | $2,007

Effective January 1, 2015

ADDENDUM, effective November 10, 2014: The following Academic Progress Plan language has been updated in the catalog.

Academic Progress Plan (APP)
If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan’s requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan’s requirements by earning a failing grade (“F”) in any course while on the APP.

ADDENDUM, Effective November 19, 2014: The following calendars have been added to catalog.

<p>| Holiday/Student Break Schedule 2015 - 2016 |</p>
<table>
<thead>
<tr>
<th>Holiday/Student Break</th>
<th>Start Dates</th>
<th>End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>9/7/2015</td>
<td>9/7/2015</td>
</tr>
</tbody>
</table>
### Addendum, Effective November 1, 2014:
The estimated text/material cost has been updated to the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,198</td>
<td>$965</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$13,819</td>
<td>$1,321</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,931</td>
<td>$1,712</td>
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<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$18,868</td>
<td>$2,002</td>
</tr>
</tbody>
</table>

Effective November 1, 2014

### Addendum, effective October 2, 2014:
The Dream Award Program and Scholarships language has been removed from page 17 of the catalog.

### Addendum, Effective August 6, 2014:
The following language has been updated to page 26 of the catalog.

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, include as much detail as possible, supporting documentation, if available, and the complainant's name and contact information. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
202-336-6780

### Addendum, Effective August 6, 2014:
The following linear calendar has been corrected:

<table>
<thead>
<tr>
<th>Academic Year 2014 - 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Term Starts</strong></td>
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<tr>
<td><strong>Summer Term Drop/Add Deadline</strong></td>
</tr>
<tr>
<td><strong>Mini-Term Starts</strong></td>
</tr>
<tr>
<td><strong>Mini-Term Drop/Add Deadline</strong></td>
</tr>
<tr>
<td><strong>Labor Day Holiday</strong></td>
</tr>
<tr>
<td><strong>Summer Term Ends</strong></td>
</tr>
<tr>
<td><strong>Fall Break</strong> From:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Fall Term Start</strong></td>
</tr>
<tr>
<td><strong>Fall Term Drop/Add Deadline</strong></td>
</tr>
<tr>
<td><strong>Mini-Term Starts</strong></td>
</tr>
<tr>
<td><strong>Thanksgiving Day Holiday</strong> From:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Mini-Term Drop/Add Deadline</strong></td>
</tr>
<tr>
<td><strong>Winter Holiday</strong> From:</td>
</tr>
</tbody>
</table>
ADDENDUM, effective June 24, 2014:  The following grant has been added to the catalog:

EVEREST OPPORTUNITY GRANT
The Everest Opportunity Grant is a need based institutional grant awarded on an annual basis to students who demonstrate financial need. The Opportunity Grant program is available for students who first enroll as of June 24, 2014. The amount and source of funding may vary by student based on demonstrated financial needs and continued funding availability. The amount and source of funding may change each award year based on demonstrated financial needs and funding availability. Students must reapply each academic year, meet all applicable application deadlines and maintain satisfactory academic progress. The Opportunity Grant may be utilized to cover any confirmed unmet financial need not covered by Title IV funding up to direct costs.

Eligibility
The student must meet all annual application deadlines and eligibility requirements and maintain satisfactory academic progress.

Obtaining the Funds
The Everest Opportunity Grant will automatically be credited to the student’s account upon award confirmation.

Renewing the Grant
The student must reapply every academic year by the institutional deadline and meet eligibility requirements in order to be considered for an Everest Opportunity Grant in future years. The award amount may change, based on the student’s determined financial need, enrollment, timeliness of the student’s financial aid application and funding availability.

ADDENDUM, Effective July 1, 2014: The estimated text/material cost has been updated to the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,198</td>
<td>$945</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$13,819</td>
<td>$1,352</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,931</td>
<td>$1,790</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$18,868</td>
<td>$2,099</td>
</tr>
</tbody>
</table>

ADDENDUM, Effective June 4, 2014: The following course code and course title has been updated to the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Old Course Number</th>
<th>New Course Number</th>
<th>Course Title</th>
<th>New Course Title (If Any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>CGS 2167C</td>
<td>CGS 2060C</td>
<td>Computer Applications</td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Accounting</th>
<th>OST 1141L</th>
<th>OST 1149L</th>
<th>Keyboarding</th>
</tr>
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<tbody>
<tr>
<td>Accounting</td>
<td>CGS 2510C</td>
<td>CGS 2573C</td>
<td>Applied Spreadsheets</td>
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<tr>
<td>Accounting</td>
<td>MAN 1030</td>
<td>No Change</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Business</td>
<td>CGS 2167C</td>
<td>CGS 2060C</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>Business</td>
<td>MAN 1030</td>
<td>No Change</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Business</td>
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<td>Externship in Management I</td>
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<td>CGS 2060C</td>
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<td>CCJP2288</td>
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<td>SYG 2001</td>
<td>Principles of Sociology</td>
</tr>
<tr>
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<td>CGS 2060C</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>Computer Information Science</td>
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<td>OST 1149L</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>Computer Information Science</td>
<td>COP 2840C</td>
<td>No Change</td>
<td>Content Generation Scripting Language</td>
</tr>
<tr>
<td>Legal Assistant/Paralegal</td>
<td>CGS 2167C</td>
<td>CGS 2060C</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>Legal Assistant/Paralegal</td>
<td>OST 1141L</td>
<td>OST 1149L</td>
<td>Keyboarding</td>
</tr>
<tr>
<td>Legal Assistant/Paralegal</td>
<td>CGS 2510C</td>
<td>CGS 2573C</td>
<td>Applied Spreadsheets</td>
</tr>
<tr>
<td>Legal Assistant/Paralegal</td>
<td>PLA 2203</td>
<td>PLA 2203</td>
<td>Civil Procedures</td>
</tr>
</tbody>
</table>

**ADDENDUM, effective May 28, 2014:** The effective date of the school catalog is extended to **November 30, 2014** unless republished prior to the extended date.

**ADDENDUM, effective May 28, 2014:** The following Refund language has been updated in the catalog.

**Institutional Pro Rata Refund Calculation and Policy**

When a student withdraws, The School must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of “W” or “WZ”). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

**ADDENDUM, Effective May 28, 2014:** The following calendars have been updated to catalog.

<table>
<thead>
<tr>
<th>Dental Assistant, Medical Administrative Assistant, Medical Assistant, Massage Therapy Mod All Shifts 2014 - 2015</th>
<th>Holiday/Student Break Schedule 2014 - 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>End Dates</td>
</tr>
<tr>
<td>11/24/2014</td>
<td>12/23/2014</td>
</tr>
<tr>
<td>12/29/2014</td>
<td>1/28/2015</td>
</tr>
</tbody>
</table>

32
■ ADDENDUM, effective February 28, 2014: The following language has been updated to the title page section of the catalog.

GAINFUL EMPLOYMENT DISCLOSURES
For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures.

Note: All previous program disclosures have been removed from the school catalog and addenda.

■ ADDENDUM, effective February 28, 2014: The following language has been updated to the “Statement of Non-Discrimination” (under Administrative Policies) section on page 22 of the catalog.

ADDED:
Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

REMOVED:
Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

■ ADDENDUM, effective February 28, 2014: The following language has been updated under Administrative Policies section on page 22 of the catalog.

ADDED:
DISCRIMINATION GRIEVANCE PROCEDURES
A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student’s participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student’s allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a
student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

REMOVED:
DISABILITY GRIEVANCE PROCEDURES

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student’s allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

■ ADDENDUM, effective February 28, 2014: The following language has been updated on page 11 of the catalog.

ADDED:
LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

a) the school documents the unforeseen circumstances, and
b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of “L” (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of “L” shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

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REMOVE:

LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

Note: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

■ ADDENDUM, Effective January 1, 2014: Book prices have been updated to the Tuition and Fees table for the degree program.

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Tuition</th>
<th>Books (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science in Accounting</td>
<td>See Flat-term rate</td>
<td>$5,600</td>
</tr>
<tr>
<td>Associate of Applied Science in Business</td>
<td>See Flat-term rate</td>
<td>$5,100</td>
</tr>
<tr>
<td>Associate of Applied Science in Computer Information Science</td>
<td>See Flat-term rate</td>
<td>$3,700</td>
</tr>
<tr>
<td>Associate of Applied Science in Criminal Justice</td>
<td>See Flat-term rate</td>
<td>$4,900</td>
</tr>
<tr>
<td>Associate of Applied Science in Legal Assistant/Paralegal</td>
<td>See Flat-term rate</td>
<td>$4,600</td>
</tr>
</tbody>
</table>

Effective for programs starting January 1, 2014 and after

■ ADDENDUM, Effective January 1, 2014: The Tuition and Fees table have been added to the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,198</td>
<td>$1,026</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$13,819</td>
<td>$1,389</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,931</td>
<td>$1,828</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$18,868</td>
<td>$2,020</td>
</tr>
</tbody>
</table>

Effective January 1, 2014.

■ ADDENDUM, effective October 30, 2013: The following language has been added to the catalog for the attendance policy for linear students:

Percentage Absence Rule

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of the total remaining hours for all courses in a term</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>40% of the total remaining hours for all courses in a term</td>
<td>Withdrawn from all courses and dismissed from school</td>
</tr>
</tbody>
</table>

■ ADDENDUM, Effective October 23, 2013: The FIN1103 prerequisite has been removed in the catalog for the Strategic Planning for Business course (MAN2727). Additionally, the FIN 1103 course name changed from FIN 1103 Introduction to Finance to FIN 1103 Finance.

MAN 2727 Strategic Planning for Business

4.0 Quarter Credit Hours

Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: MAN 1030 and APA 2121. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000

FIN 1103 Finance

4 Quarter Credit Hours

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
■ ADDENDUM, effective September 4, 2013: The following language has been added to the Student Complaint Procedure section on page 26 of the catalog.

A person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to C.R.S. § 12-59-117, must be filed within two years after the student discontinues training at the school, or any time prior to the commencement of training. Complaints of deceptive trade or sales practices do not have to be filed with the school prior to filing with the state.

■ ADDENDUM, Effective September 2, 2013: The following scholarship has been added to the catalog.

President’s Scholarship
Students enrolled as of September 1, 2013 in any quarter based degree program, in Everest College, Everest University or Everest Institute, who have 16 credits or less remaining to graduate as of October 7, 2013, are entitled to receive the amount of $875 per term for a maximum of $1,750 for the total of two terms as a non-transferrable scholarship in order to complete their program.

In order to be eligible for consideration, students must remain in good standing with Everest University, Everest Institute or Everest College. They must maintain a 2.0 GPA and must graduate no later than April 2014.

This scholarship is to be awarded for the sole purpose of tuition charges and will be awarded and applied to the student account upon the degree completion. This scholarship is non-transferrable and cannot be applied to additional degrees or diplomas.

■ ADDENDUM, effective September 2, 2013: The following quarter based tier tuition table for ground linear programs has been added to the catalog.

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

<table>
<thead>
<tr>
<th>Number of Credits Enrolled In</th>
<th>Credit Load</th>
<th>Cost Per Credit</th>
<th>Cost Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or more</td>
<td>20</td>
<td>$320.00</td>
<td>$6,400.00</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>$336.84</td>
<td>$6,400.00</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>$355.56</td>
<td>$6,400.00</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>$376.47</td>
<td>$6,400.00</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>$400.00</td>
<td>$6,400.00</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>$320.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>$342.86</td>
<td>$4,800.00</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>$369.23</td>
<td>$4,800.00</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>$400.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>12 - 15</td>
<td>11</td>
<td>$418.18</td>
<td>$4,600.00</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>$460.00</td>
<td>$4,600.00</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>$511.00</td>
<td>$4,600.00</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>$575.00</td>
<td>$4,600.00</td>
</tr>
<tr>
<td>8 - 11</td>
<td>7</td>
<td>$600.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>$600.00</td>
<td>$3,600.00</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>$600.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>$600.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>$600.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>$600.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Effective September 2, 2013
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is $3,200. Thereafter, students are subject to the tiered quarterly tuition rate.

■ ADDENDUM, Effective September 1, 2013: The following modifications have been made:

TUITION CHARGES FOR RE-ENTRY
Students re-entering within 180 days:

Same Program (Same/New Program Version):
Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program):
Addendum

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

**Different / New Program (Program Change)**
Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

**Students re-entering greater than 180 days less than 365 days:**

**Same Program (Same/New Program Version)**
Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

**Same Program (New Program Version of Different Credits/Length of Program)**
Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines.

**Different / New Program (Program Change)**
Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

**Return from LOA**
A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of “L” (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of “L” shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

**Failure to Return from LOA**
The “L” grade in the LOA beginning module shall be changed to “W” (withdraw). The module with a grade of “W” shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

**Coursework Completed at Foreign Institutions**
All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

**Satisfactory Academic Process**

**FA Probation (SAP NOT MET – 2nd consecutive term)**
At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school’s catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur. (See ED002 Academic Appeals Policy.)

**Academic Progress Plan (APP)**

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student’s APP shall be kept in the student’s permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan’s requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student’s APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan’s requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.
SAP Advising or SAP MET Status
If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

SAP NOT MET Status and/or Dismissal
If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

Retaking Failed Coursework
For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students’ maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students’ rate of progress and successful completion percentages. All repeated coursework will appear on the student’s transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

■ ADDENDUM, effective September 1, 2013: The following language has been updated to the “NOTIFICATION OF RIGHTS UNDER FERPA” section on page 26 of the catalog.

ADDED:
Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students’ names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar’s Office and submit the completed form to the Registrar.

REMOVED:
From time to time the institution publishes communications, such as graduation and honor roll lists that include student’s names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

Note: The school does not publish a directory of education records.

■ ADDENDUM, Effective August 14, 2013: The following calendars have been updated to catalog.

<table>
<thead>
<tr>
<th>Dental Assistant, Medical Administrative Assistant, Medical Assistant, Massage Therapy</th>
<th>Holiday/Student Break Schedule 2013 - 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mod All Shifts</td>
<td></td>
</tr>
<tr>
<td>Start Dates</td>
<td>End Dates</td>
</tr>
<tr>
<td>8/28/2013</td>
<td>9/25/2013</td>
</tr>
<tr>
<td>9/26/2013</td>
<td>10/23/2013</td>
</tr>
<tr>
<td>10/24/2013</td>
<td>11/20/2013</td>
</tr>
<tr>
<td>11/21/2013</td>
<td>12/20/2013</td>
</tr>
<tr>
<td>12/27/2013</td>
<td>1/28/2014</td>
</tr>
<tr>
<td>1/29/2014</td>
<td>2/26/2014</td>
</tr>
<tr>
<td>7/28/2014</td>
<td>8/22/2014</td>
</tr>
<tr>
<td>8/26/2014</td>
<td>9/23/2014</td>
</tr>
<tr>
<td>9/24/2014</td>
<td>10/21/2014</td>
</tr>
<tr>
<td>10/22/2014</td>
<td>11/18/2014</td>
</tr>
<tr>
<td>11/19/2014</td>
<td>12/18/2014</td>
</tr>
<tr>
<td>Holiday/Student Break</td>
<td>Start Dates</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>12/23/2013</td>
</tr>
<tr>
<td>New Year's Eve</td>
<td>12/31/2013</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>1/1/2014</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>12/24/2014</td>
</tr>
<tr>
<td>New Year's Eve</td>
<td>12/31/2014</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>1/1/2015</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>1/19/2015</td>
</tr>
</tbody>
</table>
Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice.

Financial aid is administered as a clock-hour program for Massage Therapy.

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**PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
</table>
| 10% of the total hours in each module -- first occurrence in a payment period | Attendance warning letter sent  
Student is advised about the importance of making up attendance. |
| 10% of the total hours in each module -- second occurrence in a payment period | Attendance warning letter sent  
Student is advised and required to make up attendance |
| 10% of the total hours in each module -- third occurrence, and those that occur beyond the third | Withdrawn from the module and dismissed from school.  
Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that will define requirements for making up attendance |
| More than 10% of the total hours in each payment period -- occurring prior to measurement of payment period completion for disbursement | Attendance warning letter sent  
Student is advised and required to make up attendance |
| More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement | Withdrawn from the module and dismissed from school.  
Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. **Note: The appeal shall not be entered until remediation to below 10% of the total payment period hours absence has occurred.**

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In **clock hour modular programs**, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.

---

**Degree Program**

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Tuition</th>
<th>Books (estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Applied Science in Accounting</td>
<td>$38,976 ($406/unit)</td>
<td>$475/quarter</td>
</tr>
<tr>
<td>Associate of Applied Science in Business</td>
<td>$38,976 ($406/unit)</td>
<td>$485/quarter</td>
</tr>
<tr>
<td>Associate of Applied Science in Computer Information Science</td>
<td>$38,976 ($406/unit)</td>
<td>$550/quarter</td>
</tr>
<tr>
<td>Associate of Applied Science in Criminal Justice</td>
<td>$38,976 ($406/unit)</td>
<td>$350/quarter</td>
</tr>
<tr>
<td>Associate of Applied Science in Legal Assistant/Paralegal</td>
<td>$38,976 ($406/unit)</td>
<td>$405/quarter</td>
</tr>
</tbody>
</table>
ADDENDUM, Effective June 14, 2013: The Tuition and Fees table have been added the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,198</td>
<td>$1,001</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$13,819</td>
<td>$1,513</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,931</td>
<td>$1,784</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$18,868</td>
<td>$1,998</td>
</tr>
</tbody>
</table>


ADDENDUM, Effective April 3, 2013: The following dates have been removed from the catalog.

<table>
<thead>
<tr>
<th>Dental Assistant, Medical Assistant, Medical Administrative Assistant, Massage Therapy Schedule 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>4/25/2013</td>
</tr>
</tbody>
</table>

ADDENDUM, Effective April 1, 2013: The following highlighted amounts have been updated to the Tuition and Fees table.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,816</td>
<td>$979</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$12,795</td>
<td>$1,485</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,483</td>
<td>$1,842</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$17,470</td>
<td>$1,978</td>
</tr>
</tbody>
</table>

Effective for programs starting April 1, 2013 and after

ADDENDUM, Effective January 25, 2013: The following language has been updated to pg. 3 of the catalog.

CRIMINAL BACKGROUND CHECK

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student’s inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

ADDENDUM, Effective January 1, 2013: The Tuition and Fees table has been updated to the catalog.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,816</td>
<td>$979</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$12,795</td>
<td>$1,485</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,483</td>
<td>$1,678</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$17,470</td>
<td>$1,815</td>
</tr>
</tbody>
</table>

Effective for programs starting January 1, 2013 and after
ADDENDUM, Effective December 14, 2012: The following highlighted language has been updated on p. 2 of the catalog under Admissions Information.

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. As part of the enrollment process, enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math. No English as a second language courses are offered by the campus.

ADDENDUM, Effective December 05, 2012: The following highlighted dates have been updated to the catalog.

<table>
<thead>
<tr>
<th>Dental Assistant, Medical Assistant Medical Administrative Assistant, Massage Therapy Schedule 2012-2014</th>
<th>Holiday/Student Break Schedule 2012 - 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
<td>End Dates</td>
</tr>
<tr>
<td>1/29/2013</td>
<td>2/26/2013</td>
</tr>
<tr>
<td>4/29/2013</td>
<td>5/24/2013</td>
</tr>
<tr>
<td>5/30/2013</td>
<td>6/26/2013</td>
</tr>
<tr>
<td>6/27/2013</td>
<td>7/26/2013</td>
</tr>
<tr>
<td>7/29/2013</td>
<td>8/23/2013</td>
</tr>
<tr>
<td>8/26/2013</td>
<td>9/23/2013</td>
</tr>
<tr>
<td>9/25/2013</td>
<td>10/22/2013</td>
</tr>
<tr>
<td>10/24/2013</td>
<td>11/20/2013</td>
</tr>
<tr>
<td>11/22/2013</td>
<td>12/23/2013</td>
</tr>
<tr>
<td>12/27/2013</td>
<td>1/27/2014</td>
</tr>
<tr>
<td>1/28/2014</td>
<td>2/25/2014</td>
</tr>
<tr>
<td>4/25/2014</td>
<td>5/22/2014</td>
</tr>
<tr>
<td>6/26/2014</td>
<td>7/24/2014</td>
</tr>
<tr>
<td>7/28/2014</td>
<td>8/22/2014</td>
</tr>
<tr>
<td>8/25/2014</td>
<td>9/22/2014</td>
</tr>
<tr>
<td>9/24/2014</td>
<td>10/21/2014</td>
</tr>
<tr>
<td>10/27/2014</td>
<td>11/21/2014</td>
</tr>
<tr>
<td>11/24/2014</td>
<td>12/23/2014</td>
</tr>
<tr>
<td>12/29/2014</td>
<td>1/27/2015</td>
</tr>
</tbody>
</table>

ADDENDUM, Effective October 15, 2012: The following course description for HIM 2278C Medical Finance and Insurance has been updated.

**HIM 2278C Medical Finance and Insurance** 4 Credit Hours

This course will train the student in the major medical insurances and claims forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping, and bank-keeping procedures will be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments.
Addendum

■ ADDENDUM, Effective September 26, 2012: The course description has been updated to the catalog.

ACO 1806 Payroll Accounting 4.0 Quarter Credit Hours
This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs: 30. Lab Hrs: 20. Other Hrs: 0.

■ ADDENDUM, Effective September 26, 2012: The following language has been added to the Student Complaint Procedure section on p. 26 of the catalog.

A person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to C.R.S. § 12-59-117, by a school or agent shall first exhaust all compliant and appeals processes available at the school. If the person’s complaint is not resolved to the person’s satisfaction, the person may file with the board a written complaint against the school or agent.

■ ADDENDUM, Effective September 26, 2012: The following highlighted dates have been updated to the GRANTS AND SCHOLARSHIP section of the catalog on pg. 20-21.

Presidential Scholarship
One $1,500 scholarship may be awarded to an area High School Senior graduating in 2013, who will pursue an Associate’s degree in Business, Accounting, Paralegal or Computer Information Science, and who has demonstrated how they have served their community by becoming a leader outside of high school. The scholarship will be awarded to a graduate who:

- Holds a High School GPA of 3.0 or higher (cumulative)
- Completes a Campus Visit with a High School Admissions Representative
- Completes a Presidential Scholarship Application
- Completes the CPA Placement Assessment
- Is prepared to begin classes July 2013
- Submits an essay titled, “What is a Leader?” The essay will explain the graduate’s definition of what it means to be a leader, why they believe they are one, and what he/she has done outside of high school to make a difference. The essay must be typed and must at least be 300 words in length.

To be considered, all requirements must be completed and submitted on or before June 1, 2013. If received after the application deadline, the application will not be considered. Four finalists will be chosen by the Campus President, who will then invite candidates to be interviewed for final consideration. The winner will be notified by July 1, 2013. The winner will be required to meet all other eligibility and admissions requirements prior to beginning classes.

The scholarship will be credited to the recipient’s tuition in the last academic quarter of his/her program. The winner must also maintain a cumulative GPA of 3.25 or higher throughout the duration of his/her program to receive the scholarship. The scholarship is not transferrable, cannot be exchanged for cash or refunded, and only one internal grant or scholarship may be used in any one academic year. Contact the High School Admissions Department for more details: (719) 638-6850.

Welcome to Your Future Scholarship
Four $500 scholarships may be awarded to area High School Seniors graduating in 2013, who demonstrate their understanding of how completing post-secondary education will help them pursue their chosen career path. Scholarships may be awarded to graduates who:

- Hold a High School GPA of 3.0 or higher (cumulative)
- Complete a Campus Visit with a High School Admissions Representative
- Complete a Welcome to Your Future Scholarship Application
- Complete the CPA Placement Assessment
- Are prepared to begin classes July 2013
- Submit an essay titled:
  “How becoming a ____ will change my life” (MODULAR)
  “How pursuing a career in ____ will change my life” (LINEAR).
  The essay must be typed and must at least be 250-300 words in length, and will be assessed on spelling, punctuation, originality and passion.

To be considered, all requirements must be submitted on or before June 1, 2013. If received after the application deadline, the application will not be considered. Eight finalists will be chosen by the Campus President and Director of High School Admissions, who will then invite candidates to be interviewed for final consideration. Four winners will
be notified by July 1, 2013. Winners will then be required to meet all other eligibility and admissions requirements prior to beginning classes.

The scholarship will be credited to the recipient’s tuition for the last module (diploma program) or the last quarter (linear program). Winners must also maintain a cumulative GPA of 3.25 throughout the duration of his/her program to receive the scholarship. Scholarships are not transferrable nor can they be exchanged for cash or refunded. Contact the High School Admissions Department for more details: (719) 638-6580.

**ADDENDUM, Effective October 1, 2012:** The highlighted amounts have been updated to the Tuition and Fees table.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,816</td>
<td>$960</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$12,795</td>
<td>$1,470</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,483</td>
<td>$1,660</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$17,470</td>
<td>$1,765</td>
</tr>
</tbody>
</table>

Effective for programs starting October 1, 2012 and after

**ADDENDUM, Effective September 5, 2012:** The following course codes have been updated to the catalog.

<table>
<thead>
<tr>
<th>Old Course Number</th>
<th>New Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS2167C</td>
<td>CGS 2060C</td>
<td>COMPUTER APPLICATIONS</td>
</tr>
<tr>
<td>OST1141L</td>
<td>OST 1149L</td>
<td>KEYBOARDING</td>
</tr>
</tbody>
</table>

**ADDENDUM, Effective August 8, 2012:** The following highlighted dates have been added in the catalog.

<table>
<thead>
<tr>
<th>Holiday/Student Break</th>
<th>Start Dates</th>
<th>End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Day</td>
<td>5/28/2012</td>
<td>5/28/2012</td>
</tr>
<tr>
<td>Student Break</td>
<td>6/16/2012</td>
<td>6/27/2012</td>
</tr>
<tr>
<td>Independence Day</td>
<td>7/4/2012</td>
<td>7/5/2012</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>11/12/2012</td>
<td>11/12/2012</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>11/22/2012</td>
<td>11/23/2012</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>12/24/2012</td>
<td>12/25/2012</td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>12/31/2012</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>1/1/2013</td>
<td>1/2/2013</td>
</tr>
<tr>
<td>MLK Day</td>
<td>1/21/2013</td>
<td>1/21/2013</td>
</tr>
<tr>
<td>President’s Day</td>
<td>2/18/2013</td>
<td>2/18/2013</td>
</tr>
</tbody>
</table>

**ADDENDUM, Effective August 7, 2012:** The following language has been added to the Accreditation, Approvals and Membership section on pg. 2 of the catalog.

- The Medical Assisting diploma program at Everest College-Colorado Springs, CO, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The program has been placed on Probationary Accreditation as of July 19, 2012.

**ADDENDUM, Effective August 1, 2012:** Effective July 1, 2012, the school will stop enrolling new Ability to Benefit (ATB) students and all new students must have attained a high school diploma or equivalent for admission. The limited circumstances under which a continuing ATB student may establish eligibility on or after July 1, 2012 are outlined in the grandfathering policy below. Students wishing to establish eligibility may be required to submit documentation evidencing continuing ATB eligibility under the grandfathering provisions.

**ATB Grandfathering Policy**

Students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:
3. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
4. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
   c. Passing an independently administered, Department of Education (DOE) approved ATB test; or
   d. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

**Note:** The number of students enrolled under the Ability To Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

**Ability to Benefit Passing Test Scores**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPAt</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>CPT/Accuplacer</th>
<th>Wonderlic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Scores:</td>
<td>Language: 42</td>
<td>Reading: 62</td>
<td>Reading: 35</td>
<td>Reading: 55</td>
<td>Verbal: 200</td>
</tr>
<tr>
<td></td>
<td>Reading: 43</td>
<td>Writing: 32</td>
<td>Writing: 35</td>
<td>Sentence Skills: 60</td>
<td>Quantitative: 210</td>
</tr>
</tbody>
</table>

Former CCi ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student’s academic file.

Students transferring from a non-CCi institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCi subject to Test Publisher’s retest policies.

**Ability to Benefit Advising**

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

**ADDENDUM, Effective July 13, 2012:** The following course description has been updated to the catalog.

**MAN 2946 Business Internship**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a business or other suitable location. Prerequisites: At least 80 credits of program completed. Lecture Hrs: 10. Lab Hrs: 0. Other Hrs: 110.

**ADDENDUM, Effective July 1, 2012:** The school will stop enrolling new Ability to Benefit (ATB) students. The limited circumstances under which an ATB student, who first applied, enrolled and attended by June 30, 2012, may establish eligibility for re-entry on or after July 1, 2012 are outlined in the policy below. No ATB students are eligible to re-enter, under any circumstances, past December 28, 2012.

**Ability to Benefit Students Enrolling and Attending by June 30, 2012**

Effective for students who first apply, enroll and attend a program of study by June 30, 2012, federal regulations allow individuals who do not possess a high school diploma or its recognized equivalent, and home school students who do not meet certain criteria, to attend post-secondary institutions and qualify for federal financial assistance. Such students must demonstrate an ability to benefit by achieving a minimum passing score on an ATB test. An ATB student applying for admission, enrolling and attending by June 30, 2012, may be conditioning accepted prior to the receipt of an official score report. However, a student’s financial aid package may not be submitted and attendance may not be posted until the receipt of an official score report indicating a passing score.

**Ability to Benefit Passing Test Scores**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET and the Wonderlic Basic Skills Test as defined in the table below.
Everest College – Colorado Springs
2012-2014 catalog, revision date 02/17/16
Addendum

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPA1</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>Wonderlic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Passing scores:</td>
<td>Language: 45</td>
<td>Reading: 65</td>
<td>Reading: 36</td>
<td>Verbal: 205</td>
</tr>
<tr>
<td></td>
<td>Reading: 45</td>
<td>Writing: 35</td>
<td>Writing: 35</td>
<td>Quantitative: 215</td>
</tr>
<tr>
<td></td>
<td>Numerical: 43</td>
<td>Numerical: 27</td>
<td>Numerical: 36</td>
<td></td>
</tr>
</tbody>
</table>

Re-Entry of ATB Students On or After July 1, 2012
An ATB student, who had applied for, enrolled and attended his or her program of study and had subsequently dropped, is eligible to re-enter within 180 calendar days of his or her Date of Determination (DOD) if all of the following conditions are met:

- The ATB student must have attended his or her program of study by June 30, 2012 in order to be eligible for Title IV funds for the 2012-2013 award year;
- The ATB student must have been packaged and his or her Pell grant and/or any loans originated prior to the student’s Date of Determination; and
- An ATB student who requires funding for the 2012-2013 award year must complete both the 2011/2012 and 2012/2013 FAFSA. The 2011/2012 FAFSA must be completed by June 30, 2012.

ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student’s academic file.

Note: ATB students are not eligible to re-enter under any circumstances past December 28, 2012 when 180 calendar days from July 1, 2012 would have passed. This includes ATB students attempting a first time re-entry and subsequent re-entry attempts of ATB students who had a qualifying re-entry after July 1, 2012 but subsequently dropped.

Ability to Benefit Advising
The school has a regulatory obligation to provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

ADDENDUM, Effective July 1, 2012: The following highlighted policies have been added to the catalog and would be applicable to students enrolled in clock hour modular programs.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student’s cumulative grade point average (CGPA)
- The student’s rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

For clock hour modular programs, students must also maintain a satisfactory rate of attendance. The student may not have absences in excess of 10% of the scheduled hours in a payment period, measured at the nearest full module. The maximum time frame allowed to complete is 150% of total number of weeks in the program of study (MTF).

MAXIMUM TIME FRAME TO COMPLETE
The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

For clock hour modular programs, a student is not allowed to attempt more than 1.5 times or 150% of the weeks in the program.

ATTENDANCE POLICY
This policy sets standards that are critical to the student academic success. An instructor may consider a student present who does not attend the entire class session if a) the criteria used to make the determination are stated in the course syllabus and b) the amount of time missed does not exceed 50% of the class session.

In clock hour modular programs, the student is awarded one hour of attendance for each 50-minute academic hour attended (there is a 10-minute administrative grace period).

MONITORING STUDENT ATTENDANCE
Faculty shall monitor student attendance on the basis of both consecutive absences (the “Consecutive Absence Rule”) and absences as a percentage of the hours in term/program (the “Percentage Absence Rule”).
In clock hour modular programs, the “Percentage Absence Rule” (identifying attendance violations) measure absences as a percentage of the hours in a module/payment period.

**MAKE-UP ATTENDANCE**

In clock hour modular programs, students may choose to, or be required to, make-up attendance. Make-up attendance can occur only outside of regularly-scheduled class time, and the quantity of make-up attendance per module cannot exceed the quantity of absence in that module. Make-up attendance must be completed by 14 calendar days after module end, and make-up work must be related to the module in which the absence occurred.

Make-up time will be measured in 30-minute blocks of time, and must be monitored by Academics staff and approved by the Director of Education/Academic Dean. Qualified make-up attendance activities include, but are not limited to, taking/re-taking quiz or test, facilitated review or study, group project, study group, hands-on practice, lab check-offs, and completion of assignments.

**PERCENTAGE ABSENCE RULE (MODULAR PROGRAMS)**

For students who have not previously violated the attendance policy, the following rule shall apply:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% of the total classroom hours missed</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>20% of the total classroom hours missed</td>
<td>Withdrawn from the module and dismissed from school</td>
</tr>
</tbody>
</table>

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>15% of the remaining classroom hours missed</td>
<td>Attendance warning letter sent</td>
</tr>
<tr>
<td>20% of the remaining classroom hours missed</td>
<td>Withdrawn from the module and dismissed from school</td>
</tr>
</tbody>
</table>

**PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% of the scheduled hours in a module missed</td>
<td>Attendance warning letter sent, make-up attendance recommended</td>
</tr>
<tr>
<td>10% of the scheduled hours in a module missed – second occurrence</td>
<td>Attendance warning letter sent, make-up attendance required</td>
</tr>
<tr>
<td>10% of the scheduled hours in a module missed – third occurrence</td>
<td>Attendance dismissal letter sent, withdrawn from module and dismissed from school</td>
</tr>
<tr>
<td>10% of the scheduled hours in a payment period missed</td>
<td>Attendance dismissal letter sent, withdrawn from module and dismissed from school</td>
</tr>
</tbody>
</table>

**EXTERNSHIP TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student’s reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

In clock hour modular programs, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.

**ATTENDANCE VIOLATIONS**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
   - The next scheduled class period (Consecutive Absence Rule violations)
   - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form
   Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
   1. The death of a family member
   2. An illness or injury suffered by the student
   3. Special circumstances of an unusual nature which are not likely to recur
   The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

   **For clock hour modular programs**, as a condition of granting the appeal, the Committee may require the student to make-up attendance.

■ **ADDENDUM, Effective June 18, 2012**: The following highlighted language has been added to the Grants and Scholarships section on p. 20 of the catalog.

**COLORADO’S COLLEGE RESPONSIBILITY STUDENT GRANT PROGRAM**

The Colorado’s College Responsibility Student Grant Program is designed to assist Colorado resident undergraduate students with demonstrated financial need, to attend eligible post-secondary colleges and universities in Colorado.

In order to receive a Colorado’s College Responsibility Student Grant Program, a student must be a Colorado resident, be an undergraduate student, meet satisfactory progress requirements and have financial need.

The Colorado General Assembly is the source of state funded student financial assistance including Colorado’s College Responsibility Student Grant Program funds.

Individuals willfully misrepresenting information provided in applying for Colorado student aid funds are subject to penalty of Colorado law.

■ **ADDENDUM, Effective July 1, 2012**: The following tuition for Massage Therapy has been updated and text/materials for all programs have been updated.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,816</td>
<td>$960</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 weeks</td>
<td>55</td>
<td>$12,795</td>
<td>$1,470</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$14,483</td>
<td>$1,559</td>
</tr>
<tr>
<td>Medical Assistant V. 2</td>
<td>41 weeks</td>
<td>60</td>
<td>$17,470</td>
<td>$1,664</td>
</tr>
</tbody>
</table>

Effective for programs starting July 1, 2012 and after

■ **ADDENDUM, Effective July 1, 2012**: The following course description has been updated.

**ACG 2178 Financial Statement Analysis**

4.0 Quarter Credit Hours

The basics of financial statement analysis in directing a firm’s operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisites: None. Lec Hrs: 40.0, Lab Hrs: 00.0, Other Hrs: 00.00

■ **ADDENDUM, Effective June 14, 2012**: The following highlighted dates have been updated in the catalog.

<table>
<thead>
<tr>
<th>Holiday/Student Break Schedule 2012 - 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday/Student Break</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>Independence Day</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Christmas Break</td>
</tr>
<tr>
<td>New Year's Eve</td>
</tr>
<tr>
<td>New Year's Day</td>
</tr>
<tr>
<td>MLK Day</td>
</tr>
<tr>
<td>President's Day</td>
</tr>
</tbody>
</table>
■ ADDENDUM, Effective May 21, 2012: The course title for MTD214 on p. 34 has been updated for the Massage Therapy program.

**MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques**  6.0 Quarter Credit Units
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisites: MTD 100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

■ ADDENDUM, Effective May 21, 2012: The course descriptions have been updated for the Dental Assistant program.

**Module A – Dental Office Emergencies and Compliance**  6.0 Quarter Credit Hours
In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, protective barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Students are introduced to dental insurance processing. Career development skills are also taught. Students are also introduced to basic anatomy of the head and teeth. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module B – Dental Radiography**  6.0 Quarter Credit Hours
Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist (California and Florida States Only). Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced (CA and FL) as well as quality assurance and infection control. Students learn telephone communication and techniques. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module C – Dental Specialties**  6.0 Quarter Credit Hours
In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the
specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children’s dentistry (Pedodontology) as a specialty is presented. Related dental terminology is studied. Business and administrative equipment is discussed. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Operatory Dentistry 6.0 Quarter Credit Hours
This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry. Students learn to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of Tofflemire retainers, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins, as required in some states (CA). Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Students learn patient scheduling as part of front office procedures. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E – Laboratory Procedures 6.0 Quarter Credit Hours
In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Record keeping is presented as front office duty. Students are introduced to basic anatomy of the head and teeth. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module F – Dental Anatomy and Orthodontics 6.0 Quarter Credit Hours
This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Students learn accounts receivables as an important practice of collecting office payments. Students are introduced to basic anatomy of the head and teeth. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module G – Dental Health 6.0 Quarter Credit Hours
Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students are introduced to accounts payable. Related dental terminology is studied. Coronal polish theory and procedures are taught and practiced on manikins; clinical patients practice can be performed under the direct supervision of a licensed dentist (California and Florida States Only). Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Students are introduced to basic anatomy of the head and teeth. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X – Dental Assisting Externship 6.0 Quarter Credit Hours
This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

■ ADDENDUM, Effective May 14, 2012: The prerequisite for COP 2280C Programming Languages – C#1 and COP 2250C Programming Languages – Java I is COP 2505C and not CGS 2461C.

■ ADDENDUM, Effective May 14, 2012: The program length for Massage Therapy program on p. 33 of the catalog has been corrected to 36 weeks.
ADDENDUM, Effective May 14, 2012: The course description for SLSP 1103 Strategy and Critical Thinking has been updated.

SLSP 1103 Strategy & Critical Thinking  
2 Quarter Credit Units  
This course lays a foundation for a student’s transition into higher education and future endeavors. The course includes an introduction to the school, study skills, time management techniques, and life proficiencies. Topics covered include the levels of thinking and the development of ethical and decisive thought. Prerequisites: None. Lec Hrs. 020 Lab Hrs. 000 Other Hrs. 000

ADDENDUM, Effective May 14, 2012: The Medical Assistant accreditation statement has been added to p. 2 of the catalog under Accreditations, Approvals and Memberships.

The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

ADDENDUM, Effective May 14, 2012: The following language has been added to p. 4 of the catalog under the Transfer section.

TRANSFER CREDIT FOR CAAHEP-ACCREDITED MEDICAL ASSISTANT PROGRAM  
Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assistant program must be consistent with institutional accrediting agency’s relevant policy. Transfer of credit, credit for prior learning and credit by assessment must be documented in an official transcript.

ADDENDUM, Effective May 14, 2012: The following Administrative Policies language has been updated to on p. 22 of the catalog.

Disability  
Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

Disability Accommodation Procedure  
Everest’s disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

Disability Grievance Procedures  
A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in...
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Addendum

writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.