ADDENDUM, Effective January 15, 2016: The Administrative and Faculty Staff list has been updated.

The following faculty member has been removed from the Administrative and Faculty staff list:

<table>
<thead>
<tr>
<th>FACULTY MEMBER</th>
<th>COURSE(S) TAUGHT</th>
<th>DEGREES/DIPLOMAS HELD &amp; AWARDING INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Smith</td>
<td>Motorcycle Technology and Management; Marine Technology and Management/Computers and Business Applications</td>
<td>Master’s Degree - Engineering Management Bachelor’s Degree Associate’s Degree Daytona State College; Strathclyde University; Buckinghamshire Chilterns University College</td>
</tr>
</tbody>
</table>

The following faculty member has been added to the Administrative and Faculty staff list:

<table>
<thead>
<tr>
<th>FACULTY MEMBER</th>
<th>COURSE(S) TAUGHT</th>
<th>DEGREES/DIPLOMAS HELD &amp; AWARDING INSTITUTION</th>
</tr>
</thead>
</table>

ADDENDUM, Effective February 8, 2016 (REVISED): The following highlighted tuition prices have been updated in the catalog:

<table>
<thead>
<tr>
<th>Program</th>
<th>Length</th>
<th>Tuition</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marine Specialist</td>
<td>9 mo.</td>
<td>$27,295</td>
<td>108.0</td>
</tr>
<tr>
<td>Motorcycle Technology</td>
<td>9 mo.</td>
<td>$27,295</td>
<td>108.0</td>
</tr>
<tr>
<td>Motorcycle Technology and Management</td>
<td>9 mo.</td>
<td>$27,295</td>
<td>109.0</td>
</tr>
<tr>
<td>Marine Technology and Management</td>
<td>9 mo.</td>
<td>$27,295</td>
<td>109.0</td>
</tr>
</tbody>
</table>

ADDENDUM, Effective January 6, 2016: The following highlighted calendar dates have been updated to the catalog:

**Winter Schedule 2016**

*January Registration................................................................. Monday, January 4, 2016
Course Session ........................................................................... Monday, January 4, 2016 – Tuesday, February 16, 2016
Martin Luther King Day............................................................ Monday, January 18, 2016
President’s Day........................................................................... Tuesday, February 16, 2016
Finals and Course End ............................................................. Tuesday, February 16, 2016
Course Session ........................................................................... Wednesday, February 17, 2016 - Friday, April 1, 2016
Scheduled Break ........................................................................ Wednesday, March 9, 2016 – Sunday, March 13, 2016
Finals and Graduation ............................................................... Friday, April 1, 2016

**Winter Schedule 2017**

*January Registration................................................................. Tuesday, January 3, 2017
Course Session ........................................................................... Tuesday, January 3, 2017 – Tuesday, February 14, 2017
Martin Luther King Day............................................................ Monday, January 16, 2017
President’s Day........................................................................... Monday, February 20, 2017
Finals and Course End ............................................................. Tuesday, February 14, 2017
Course Session ........................................................................... Wednesday, February 15, 2017 - Monday, April 3, 2017
Scheduled Break ........................................................................ Wednesday, March 15, 2017 – Sunday, March 19, 2017
Finals and Graduation ............................................................... Monday, April 3, 2017
CODE OF STUDENT CONDUCT
WyoTech seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All WyoTech 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, WyoTech 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
WyoTech 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 WyoTech 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 unreasonably 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 Tiamarie 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-rprt-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:
  o Campus policy or security and local law enforcement;
  o Campus health center, women’s center and rape crisis center;
  o 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 December 16, 2015: The following language has been added to the Admissions section on page 4 of the catalog:

Transfer to Participating Institutions in Florida's Statewide Course Numbering System (SCNS)

Everest University is a participating institution in the Florida Statewide Course Numbering System (SCNS). Please see the disclosure and explanation of the course numbering system and the benefits of this participation that are provided in the Florida’s Statewide Course Numbering System section of the catalog.

ADDENDUM, Effective December 16, 2015: The following language has replaced the Student Complaint/Grievance Procedure and Accrediting Commission Procedure sections on page 17 of the catalog:

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 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 Commission of Career Schools and Colleges,
2101 Wilson Boulevard, Suite 302,
Arlington, VA 22201, (703) 247-4212,
www.accsc.org

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

Commission for Independent Education
325 W. Gains Street, Suite 1414
Tallahassee, FL 32399-0400
850-245-3200

Office of the Attorney General
PL-01 The Capitol
Tallahassee, FL 32399-1050
Ph: (850) 414-3990
Toll Free within Florida: (866) 966-7226
Website: http://myfloridalegal.com

ADDENDUM, Effective December 16, 2015: The following language has replaced the Institutional Policy on page 21 of the catalog:

INSTITUTIONAL (NON-TITLE IV) PRO RATA REFUND 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.
6. TIME FRAME WITHIN WHICH INSTITUTION IS TO ISSUE NON-TITLE IV REFUNDS
Non-Title IV refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

ADDENDUM, Effective December 16, 2015: The following language has been added to page 30 of the catalog:

FLORIDA’S STATEWIDE COURSE NUMBERING SYSTEM
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>No laboratory component in this course</td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman) Level at this institution</td>
<td>English Composition Skills</td>
<td>English Composition Skills I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GENERAL RULE FOR COURSE EQUIVALENCIES
Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

THE COURSE PREFIX
The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.
AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

a. Courses not offered by the receiving institution.

b. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.

c. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.

d. Applied academics for adult education courses.

e. Graduate courses.

f. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.

g. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

COURSES AT NON-REGIONALLY ACCREDITED INSTITUTIONS

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Non-regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly. Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Tinamarie Aguilar in the Transfer Center (877) 727-0058 in the Zenith Education Group Corporate office located at 5 Hutton Centre Drive, Suite 500, Santa Ana, CA 92707 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

ADDENDUM, Effective December 16, 2015: The Administrative and Faculty Staff list has been updated.

<table>
<thead>
<tr>
<th>FACULTY MEMBER</th>
<th>COURSE(S) TAUGHT</th>
<th>DEGREES/ DIPLOMAS HELD &amp; AWARDING INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kareena Salter</td>
<td>Campus President</td>
<td>BA – Psychology</td>
</tr>
<tr>
<td>Christopher Barton</td>
<td>Director of Education</td>
<td>Master’s Degree – Business Administration</td>
</tr>
<tr>
<td>Melissa Creggar</td>
<td>Director of Career Services</td>
<td>Master’s Degree – International Business</td>
</tr>
<tr>
<td>Stephanie Gonter</td>
<td>Director of Student Services</td>
<td>Bachelor’s Degree – Business Management</td>
</tr>
<tr>
<td>Vanessa Mundrean</td>
<td>Director of Student Finance</td>
<td>AA – Liberal Arts</td>
</tr>
<tr>
<td>Kellie Ricci</td>
<td>Admissions Manager</td>
<td>AA – General Education</td>
</tr>
<tr>
<td>Calandria Yee-Bullock</td>
<td>Registrar</td>
<td>Bachelors of Science – Business Management</td>
</tr>
<tr>
<td>Name</td>
<td>Education/Training</td>
<td>Degrees/Certificates</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Brandon Alexander</td>
<td>Motorcycle Technology and Management; Marine Technology and Management/Accounting and Financial Management</td>
<td>BS – Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Siena College</td>
</tr>
<tr>
<td>Charles Sikes</td>
<td>Motorcycle Technology and Management; Marine Technology and Management/Communications</td>
<td>BA – Graphic Art Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>George Southern University; WyoTech</td>
</tr>
<tr>
<td>William Smith</td>
<td>Motorcycle Technology and Management; Marine Technology and Management/Computers and Business Applications</td>
<td>Master’s Degree - Engineering Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associate’s Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Daytona State College; Strathclyde University; Buckinghamshire Chilterns University College</td>
</tr>
<tr>
<td>Kevin Alley</td>
<td>Motorcycle Technology and Management; Marine Technology and Management/Shop Management; Management Concepts; Human Resource Management; Marine Specialist/Advanced Marine Concentration</td>
<td>Certificate Associates Applied Science – Automotive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eastfield College; Eastern Maine Community College</td>
</tr>
<tr>
<td>Arthur Johnson</td>
<td>Department Coordinator</td>
<td>Certificate; AA; BA - Liberal Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminole Community College; University of Central Florida; Valencia Community College</td>
</tr>
<tr>
<td>Kevin McDuffie</td>
<td>Marine Specialist/Inboard Engine Propulsion Systems</td>
<td>Postsecondary Diploma - Marine Specialist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WyoTech</td>
</tr>
<tr>
<td>Mark Taylor</td>
<td>Marine Specialist/Outboard Engine Propulsion Systems</td>
<td>Postsecondary Diploma - Marine Technician Specialist</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marine Mechanics Institute</td>
</tr>
<tr>
<td>Alan Company</td>
<td>Motorcycle Technology/Fuel Systems and Service</td>
<td>Postsecondary Diploma - Motorcycle Mechanics/Dealership Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WyoTech (formerly AMI)</td>
</tr>
<tr>
<td>Anthony Eaton</td>
<td>Motorcycle Technology/Harley-Davidson Concentration</td>
<td>Postsecondary Diploma - Harley-Davidson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WyoTech (formerly AMI)</td>
</tr>
<tr>
<td>Lee Florin</td>
<td>Motorcycle Technology/Fuel Systems and Service</td>
<td>High School Diploma – General</td>
</tr>
<tr>
<td>Joseph Fontanelli</td>
<td>Motorcycle Technology/Fundamentals of Electricity and Electrical Systems</td>
<td>Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BS – Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WyoTech (formerly AMI); Virginia Military Institute</td>
</tr>
<tr>
<td>Greg Hodges</td>
<td>Motorcycle Technology/European Concentration</td>
<td>Postsecondary Diploma - Multi-Line Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WyoTech (formerly AMI)</td>
</tr>
<tr>
<td>Scott James</td>
<td>Motorcycle Technology/Suspension and Brake Systems</td>
<td>Postsecondary Diploma - Harley-Davidson/Motorcycle Mechanics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WyoTech (formerly AMI)</td>
</tr>
<tr>
<td>William King</td>
<td>Motorcycle Technology/Fuel Systems and Service</td>
<td>High School Diploma - General</td>
</tr>
<tr>
<td>Stephen Plympton</td>
<td>Department Coordinator</td>
<td>Postsecondary Diploma - Harley-Davidson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WyoTech (formerly AMI)</td>
</tr>
</tbody>
</table>
ADDENDUM, Effective November 18, 2015: The ACCSC “warning” statement was lifted on May 7, 2015 and has been removed from the bullet below under the Accreditation, Licensure and Approvals section.

- Everest College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of 48 campuses owned by Zenith Education Group. For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at www.accsc.org.

ADDENDUM, effective October 28, 2015: The phone number to the Oregon Higher Education Coordinating Commission has been added to the language below which is located on page 39 of the catalog.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 775 Court Street NE, Salem, OR 97301, (503) 947-5751. After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 581-045-0001 through 581-045-0210, the Department will begin the complaint investigation process as defined in OAR 581-045-0023 Appeals and Complaints.

ADDENDUM, effective September 23, 2015: The effective date of the school catalog is extended to December 31, 2015 unless republished prior to the extended date.

ADDENDUM, effective August 24, 2015: The following American Dream Scholarship language has been added to the Scholarship section on page 25 of 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
  - 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
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - 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 August 21, 2015: The following courses have been updated for the Motorcycle Technology program on pages 29 and 31 of the catalog:

<table>
<thead>
<tr>
<th>Course MTC 209: ASIAN-Engines and Suspension</th>
<th>18 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course emphasizes the use of information resources, sophisticated test equipment and manufacturer approved diagnostic and repair procedures as they relate to engines and suspension of Suzuki, Yamaha, Honda, and Kawasaki motorcycles. Prerequisite: MTC 201,202,203,204. Lecture Hours: 125 Lab Hours: 125.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course MTC 210: ASIAN-Service, Electrics and Diagnostics</th>
<th>18 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course emphasizes the use of information resources, sophisticated test equipment and manufacturer approved procedures as they relate to the service, electrics, and diagnostic/repair components of Suzuki, Yamaha, Honda, and Kawasaki motorcycles. Prerequisite: MTC 201,202,203,204. Lecture Hours: 125 Lab Hours: 125.</td>
<td></td>
</tr>
</tbody>
</table>

ADDENDUM, effective August 17, 2015: The following WyoTech Housing Grant language has been added to the Scholarship section on page 25 of the catalog:

**WyoTech Zenith Housing Grant**
The WyoTech Zenith Housing Grant is a multimillion-dollar institutional grant program awarded on an annual basis, for the purpose of providing on campus housing assistance to students of WyoTech campuses who demonstrate financial need. This institutional grant is available for new students enrolled on or after June 1, 2015 and prior to July 1, 2016 for current and future academic periods. The amount of the grant 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 WyoTech Zenith Housing grant may be used in order to cover any confirmed unmet financial need for on-campus housing 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 and the institutional cost of housing for students residing in on-campus housing facilities.

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 on a student’s account upon completion of the financial aid application processes, on campus housing application process, and award confirmation. The grant is non-transferable and cannot be exchanged for cash. The grant can only be used to cover the institutional cost of housing for students residing in on-campus facilities, and students shall be eligible for grant funds only up to the amount of the on-campus housing expenses actually incurred.

Renewing the grant
Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the WyoTech Zenith Housing Grant. The grant amount may change each year based on the student’s:
Institutional grant funding availability

ADDENDUM, effective August 17, 2015: The following language has been updated under the Tuition and Fees section of the catalog:

The tuition table only applies to:

1. New enrolling students. A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or

2. Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date (The withdrawn time period is calculated from the student’s withdrawal date to the new module or term start date.)

Note: Students re-entering the same program version within 180 days from their NSLDS withdrawal date will be charged at the cost per credit/quarter reflected on the enrollment agreement from the most recent prior period of enrollment.

For students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

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

ADDENDUM, Effective June 17, 2015: The following language has been updated under the Institutional Accreditation section of the catalog:

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). This school is one of 52 campuses owned by Zenith Education Group. For further information on ACCSC, please contact them at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at www.accsc.org.

ADDENDUM, Effective June 17, 2015: The following South Carolina Student Information language has been updated to Appendix A of the catalog:

SOUTH CAROLINA STUDENT INFORMATION

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link.
http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf

ADDENDUM, effective June 17, 2015: The effective date of the school catalog is extended to September 30, 2015 unless republished prior to the extended date.

ADDENDUM, effective June 17, 2015: The following ATB language has been removed from the catalog addendum:

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 two following ATB alternatives:
   a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
Ability to Benefit Passing Test Scores

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB Ability to Benefit Passing Test Scores are 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><strong>Required</strong></td>
<td>Language: 42</td>
<td>Reading: 62</td>
<td>Reading: 35</td>
<td>Reading: 55</td>
<td>Verbal: 200</td>
</tr>
<tr>
<td><strong>Passing Scores</strong></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 re-take 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 June 17, 2015: The e-mail address has been updated under the Discrimination Grievance Procedures and Transfer Center Assistance sections.

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 Zenith 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 Zenith 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@zenith.org. The Student Services Manager 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 Zenith Director of Academic Services will review the matter and provide a decision in writing.

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.
WyoTech Daytona Beach
2012-2014 Catalog Addenda to
Version II Effective 7/1/2012 – 8/31/2014
Revision Date: 1/15/2016

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@zenith.org.

Transfer Center Assistance
Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at (877)727-0058 or email transfercenter@zenith.org.

ADDENDUM, effective May 20, 2015: The following Administration table has been updated to the catalog:

<table>
<thead>
<tr>
<th>Campus President</th>
<th>Director of Student Services</th>
<th>Director of Admissions</th>
<th>Stephanie Gonter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Career Services</td>
<td>Melissa Creggar</td>
<td>No Director of Student Accounts</td>
<td>N/A</td>
</tr>
<tr>
<td>Director of Student Finance</td>
<td>Vanessa Mundrean</td>
<td>Registrar</td>
<td>Calandria Yee-Bullock</td>
</tr>
</tbody>
</table>

ADDENDUM, effective May 13, 2015: The following academic calendars have been updated in Appendix B of the catalog:

Summer Schedule 2015
*June Registration .............................................................. Monday, June 29, 2015
Course Session ..................................................................... Tuesday, June 30, 2015 – Tuesday, August 11, 2015
Finals and Course End ........................................................ Monday, August 10, 2015
Independence Day Holiday .................................................. Tuesday, August 11, 2015
Course Session ..................................................................... Friday, July 3, 2015
Finals and Graduation ........................................................ Wednesday, August 12, 2015 – Wednesday, September 23, 2015

Fall Schedule 2015
*September Registration ..................................................... Wednesday, September 23, 2015
Course Session ..................................................................... Thursday, September 24, 2015 – Wednesday, November 4, 2015
Finals and Course End ........................................................ Monday, November 2, 2015
Independence Day Holiday .................................................. Tuesday, November 3, 2015
Course Session ..................................................................... Friday, November 6, 2015
Scheduled Break ............................................................... Saturday, March 5, 2016 – Friday, April 1, 2016
Scheduled Break ............................................................... Saturday, March 5, 2016 – Friday, April 1, 2016

Winter Schedule 2016
*January Registration ......................................................... Monday, January 4, 2016
Course Session ..................................................................... Monday, January 4, 2016 – Friday, February 12, 2016
Finals and Course End ........................................................ Monday, February 15, 2016
Course Session ..................................................................... Friday, February 19, 2016
Scheduled Break ............................................................... Saturday, March 5, 2016 – Sunday, March 13, 2016
Finals and Graduation ........................................................ Monday, April 1, 2016

Spring Schedule 2016
*April Registration ............................................................. Monday, April 4, 2016
Course Session ..................................................................... Monday, April 4, 2016 – Friday, May 13, 2016
Finals and Course End ........................................................ Friday, May 13, 2016
Course Session ..................................................................... Friday, May 13, 2016
Memorial Day Holiday ........................................................ Monday, May 16, 2016 – Monday, June 27, 2016
Finals and Graduation ........................................................ Monday, May 30, 2016

Summer Schedule 2016
*June Registration ............................................................. Monday, June 27, 2016
Course Session ..................................................................... Tuesday, June 28, 2016 – Tuesday, August 9, 2016
Finals and Course End ........................................................ Friday, August 12, 2016
Independence Day Holiday .................................................. Tuesday, August 9, 2016
Course Session ..................................................................... Monday, July 4, 2016
Finals and Graduation ........................................................ Wednesday, August 10, 2016 – Wednesday, September 21, 2016

Fall Schedule 2016
*September Registration ..................................................... Thursday, September 22, 2016 – Wednesday, November 2, 2016
WyoTech Daytona Beach
2012-2014 Catalog Addenda to
Version II Effective 7/1/2012 – 8/31/2014
Revision Date: 1/15/2016

Skills USA Scholarship Requirements

Individuals placing 1st, 2nd, or 3rd at any State Skills USA Competition in the Motorcycle Service Technology or Marine Service Technology program will be eligible for a scholarship for the Daytona Beach, FL campus. This scholarship cannot be combined with the state scholarship offered by WyoTech.

Skills USA Scholarship Requirements

Individuals placing 1st, 2nd, or 3rd at the National Motorcycle Service Technology or Marine Service Technology Skills USA Competition will be eligible for a scholarship for the Daytona Beach, FL campus. This scholarship cannot be combined with the state scholarship offered by WyoTech.

Skills USA Scholarship Requirements

Scholarship recipients must maintain satisfactory academic progress and meet all attendance and graduation requirements without interruption of attendance with the exception in the case of an approved Leave of Absence.

Students must enter a program at WyoTech which coincides with the competition area that the student won (i.e., a Motorcycle competition winner would need to take a program which includes the Motorcycle core courses).

ADDENDUM, effective May 1, 2015: The effective date of the school catalog is extended to June 30, 2015 unless republished prior to the extended date.

ADDENDUM, effective April 8, 2015: The following language has been updated in the Scholarships section on page 25 of the catalog:

SKILLS USA

State Competitions

Individuals placing 1st, 2nd, or 3rd at any State Skills USA Competition in the Motorcycle Service Technology or Marine Service Technology program will be eligible for a scholarship for the Daytona Beach, FL campus.

National Competition

Individuals placing 1st, 2nd, or 3rd at the National Motorcycle Service Technology or Marine Service Technology Skills USA Competition will be eligible for a scholarship for the Daytona Beach, FL campus. This scholarship cannot be combined with the state scholarship offered by WyoTech.
The following has been updated to the Minnesota Student Information section on page 22 of the catalog:

MINNESOTA STUDENT INFORMATION

BUYER’S RIGHT TO CANCEL: All notices of cancellation should be in writing, signed and dated, and mailed or delivered to the Admissions Office located at your campus. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school. The date of execution of this enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmarked date of the letter of acceptance from the school. All notices of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. Notification of a student’s cancellation will be made within 30 days to any agency known to the school to be providing financial aid. Minnesota students will be notified of acceptance or rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. In addition to 7. CANCELLATION POLICY (a) (2) and (3), at the top of page 2 of 4, and notwithstanding anything to the contrary, if a Minnesota student gives written notice of cancellation within five business days of the execution of this contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a Minnesota student gives written notice of cancellation after five business days of the execution of this contract or day on which the student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed $50.00) shall be refunded to the student.

ADDENDUM, Effective February 2, 2015: The language to update the School Ownership table 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 copyright and reference to Corinthian Colleges is as follows:

Recipients may begin training immediately after high school graduation as soon as their chosen program is available. Recipients must commit to use scholarship within 60-days of high school graduation and start classroom attendance at WyoTech within one-year of high school graduation.
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>ECMC Group</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors</td>
<td>Officers</td>
</tr>
<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>David Hawn, President</td>
</tr>
<tr>
<td>James McKeon</td>
<td>Greg Van Guilder, Treasurer</td>
</tr>
<tr>
<td>Jack O’Connell</td>
<td>Dan Fisher, Secretary</td>
</tr>
<tr>
<td>Maurice Salter</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Zenith Education Group</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors</td>
<td>Officers</td>
</tr>
<tr>
<td>John DePodesta, Chair</td>
<td>David Hawn, President</td>
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<td>Gary Cook</td>
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<td>I. King Jordan</td>
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<tr>
<td>James McKeon</td>
<td></td>
</tr>
<tr>
<td>Jack O’Connell</td>
<td></td>
</tr>
</tbody>
</table>

▲ADDENDUM, Effective January 20, 2015: The following language has been added to the catalog:

ANTIHAZING POLICY

Everest Florida Colleges, Institutes and Universities, and WyoTech (collectively “the Schools”) have adopted the following policy:

Hazing, whether conducted on campus or off campus, is strictly prohibited by the Schools. Violation of this policy by a student may subject the student to fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, probation, suspension, or dismissal. Violation of this policy by an organization may subject the organization to rescission of permission for it to operate at the Schools.

For purposes of this policy, “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that
could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

The Schools do not accept as defenses to a hazing charge against a student or organization that: (1) consent of the victim has been obtained; (2) the hazing was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or (3) the hazing was not done as a condition of membership to an organization.

ADDENDUM, Effective January 12, 2015: The following language has been removed from page 20 of the catalog:

RETENTION OF STUDENT RECORDS

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

ADDENDUM, Effective January 12, 2015: The following language has been updated under the State Specific Attorney General Complaint Information section on page 43 of the catalog:

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kansas Board of Regents, Private Postsecondary Education Division, 1000 S.W. Jackson St., Suite 520, Topeka, Kansas 66612-1368, (785) 296-1529, Fax (888) 975-8313.

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 October 22, 2014: The following language has been updated to page 39 of the catalog.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Oregon Higher Education Coordinating Commission, Private Career Schools, 775 Court St. NE, Salem, OR 97301. After consultation with appropriate Department staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 581-045-0001 through 581-045-0210, the Department will begin the complaint investigation process as defined in OAR 581-045-0023 Appeals and Complaints.

ADDENDUM, Effective October 8, 2014: The following language has been added to the catalog.

WyoTech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The school is one of 107 campuses owned by Corinthian Colleges. On September 15, 2014, WyoTech received notification from ACCSC that CCi’s ACCSC-accredited campuses, including this campus, are being placed on “warning” by the Commission, warning the school that it might not be in compliance with accreditation standards and other requirements. The school is in the process of demonstrating corrective action and compliance with ACCSC accrediting standards. For further information on ACCSC and the steps to address accreditation compliance concerns, please visit the ACCSC website at www.accsc.org.

ADDENDUM, effective October 8, 2014: The Dream Award Program and Scholarships language has been removed from page 22 of the catalog.

ADDENDUM, effective October 8, 2014: The following language has been added to 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 the following ATB alternative:
   a. Passing an independently administered, Department of Education (DOE) approved ATB test

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
WyoTech Daytona Beach
2012-2014 Catalog Addenda to
Version II Effective 7/1/2012 – 8/31/2014
Revision Date: 1/15/2016

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><strong>Required</strong></td>
<td><strong>Passing</strong></td>
<td><strong>Scores:</strong></td>
<td><strong>Scores:</strong></td>
<td><strong>Scores:</strong></td>
<td><strong>Scores:</strong></td>
</tr>
<tr>
<td><strong>Passing</strong></td>
<td><strong>Scores:</strong></td>
<td><strong>Scores:</strong></td>
<td><strong>Scores:</strong></td>
<td><strong>Scores:</strong></td>
<td><strong>Scores:</strong></td>
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<tr>
<td>Language:</td>
<td>Reading: 42</td>
<td>Reading: 62</td>
<td>Reading: 35</td>
<td>Reading: 55</td>
<td>Verbal: 200</td>
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<tr>
<td>Reading:</td>
<td>Writing: 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 period (i.e. term, module, phase, level, or quarter).

**ADDENDUM, effective September 10, 2014:** The following language has been updated to page 2 of the catalog.

Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

**ADDENDUM, effective August 27, 2014:** The effective date of the school catalog is extended to December 31, 2014 unless republished prior to the extended date.

**ADDENDUM, effective August 13, 2014:** The following website has been added to the State Specific Attorney General Complaint Information section on page 52 of the catalog for the state of New Mexico.

http://www.hed.state.nm.us/institutions/complaints.aspx

**ADDENDUM, effective May 30, 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 quarter-based programs is the academic year. 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 Date: April 11, 2014: The following language has been updated on page 37 of the catalog.

KENTUCKY STUDENT INFORMATION

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Kentucky Commission on Proprietary Education at: Capital Plaza Tower, Room 303, 500 Mero Street, Frankfort, KY 40601; (502) 564-4185;
http://www.bpe.ky.gov/NR/rdonlyres/1BB8CA02-8F89-43A3-8957-AB01DB805389/o/ComplaintForm.doc; http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf; kcpe@ky.gov.

ADDENDUM, effective April 4, 2014: The following language has been updated to the Kentucky Student Information section on page 37 of the catalog:

KENTUCKY STUDENT PROTECTION FUND

Ky. Rev. Stat. § 165A.450 requires all licensed schools, resident and non-resident, to contribute to a student protection fund, which will be used to pay off debts incurred due to the closing of a school. If you were enrolled and attending a licensed school at the time of its closure, you may be entitled to a refund for fees incurred during that time.

To file a claim against the Student Protection Fund, please submit the “Form for Claims Against the Student Protection Fund.” This form is provided by the Kentucky Commission on Proprietary Education and is available at: http://educationcabinet.ky.gov/NR/rdonlyres/418B7C92-A318-4021-B483-61261A2016F3/0/FormforClaimsAgainsttheStudentProtectionFund.pdf.

You must also submit a document(s) proving any of the following:

- Proof of enrollment at the time of school closing (i.e., enrollment agreement, class schedule, etc.).
- Proof of attendance at the time the school closed (i.e., dated course work, attendance record, etc.).
- Proof of payment of tuition, books or fees (i.e., receipts, cancelled checks or student accounts).
- Any other documentation to support your claim of enrollment, attendance or payment.

For further information concerning this process, contact the commission office at 502-564-4185, email to: kcpe@ky.gov.

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.wyotech.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 16 of the catalog.

ADDED:

WyoTech 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:

WyoTech 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, WyoTech 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 16 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. WyoTech 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 6 of the catalog.

**ADDED:**

**LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

WyoTech 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
WyoTech Daytona Beach
2012-2014 Catalog Addenda to
Version II Effective 7/1/2012 – 8/31/2014
Revision Date: 1/15/2016

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: WyoTech 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.

REMOVE:

LEAVE OF ABSENCE (LOA) POLICY

The institution permits students to request leaves of absence (LOA) for up to 180 calendar days or one-half the published program length, whichever is shorter, during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the Campus President or Director of Education with a signed and dated written request, prior to the leave of absence (unless prevented by unanticipated circumstances) outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request—dated and signed by both parties, along with other necessary supporting documentation—will be placed in the student’s file.

Veterans requesting to take a Leave of Absence during training are advised that, per Department of Veterans Affairs, Veterans benefits must be terminated during a Leave of Absence.

ADDENDUM effective September 26, 2013: The following language has been updated under the CLASS SCHEDULE section on page 41 of the catalog:

Morning and evening classes are scheduled as enrollment necessitates. Students attend class Monday-Friday. Morning classes are from 7:00 AM – 4:00 PM and night classes are from 4:30 PM – 1:40 AM. Students have regularly scheduled breaks throughout each class period.

ADDENDUM effective September 24, 2013: The following information is updated to Appendix B: ACADEMIC CALENDARS beginning on page 46 of the catalog:

APPENDIX B: ACADEMIC CALENDARS

8.30 HOUR PROGRAM SCHEDULE

Summer Schedule 2014

*June Registration .............................................................................................................................. Thursday, June 26, 2014
Course Session ..............................................................................................................................Friday, June 27, 2014 – Friday, August 8, 2014
Independence Day Holiday ..............................................................................................................Friday, July 4, 2014
Finals and Course End .....................................................................................................................Friday, August 8, 2014
Course Session .............................................................................................................................Monday, August 11, 2014 - Monday, September 22, 2014
Labor Day Holiday .......................................................................................................................Monday, September 22, 2014
Finals and Graduation ..................................................................................................................Monday, September 22, 2014
Scheduled Break .................................................................................................................................Tuesday, September 23, 2014

Fall Schedule 2014

*September Registration .............................................................................................................Tuesday, September 23, 2014
Course Session .............................................................................................................................Wednesday, September 24, 2014 – Tuesday, November 4, 2014
Finals and Course End .....................................................................................................................Tuesday, November 4, 2014
Course Session .............................................................................................................................Wednesday, November 5, 2014 - Friday, December 19, 2014
Thanksgiving Holiday Break ............................................................................................................Wednesday, November 26, 2014 - Sunday, November 30, 2014
Finals and Graduation ..................................................................................................................Friday, December 19, 2014

Winter Schedule 2015

*January Registration ....................................................................................................................Monday, January 5, 2015
Course Session .............................................................................................................................Monday, January 5, 2015 – Friday, February 13, 2015
Finals and Course End .....................................................................................................................Friday, February 13, 2015
Course Session ............................................................................................................................. Monday, February 16, 2015 - Friday, April 3, 2015
Finals and Graduation .................................................................................................................. Friday, April 3, 2015

Spring Schedule 2015
*April Registration ............................................................................................................................................................. Friday, April 3, 2015
Course Session ............................................................................................................................................. Monday, April 6, 2015 – Friday, May 15, 2015
Finals and Course End ..................................................................................................................................................... Friday, May 15, 2015
Course Session ............................................................................................................................................. Monday, May 18, 2015 – Monday, June 29, 2015
Memorial Day Holiday ................................................................................................................................................... Monday, May 25, 2015
Finals and Graduation .................................................................................................................................................. Monday, June 29, 2015

Summer Schedule 2015
*June Registration ........................................................................................................................................................ Monday, June 29, 2015
Course Session ................................................................................................................................................... Tuesday, June 30, 2015 – Tuesday, August 11, 2015
Finals and Course End .............................................................................................................................................. Tuesday, August 11, 2015
Independence Day Holiday ................................................................................................................................................ Friday, July 3, 2015
Course Session ................................................................................................................................................... Wednesday, August 12, 2015 – Wednesday, September 23, 2015
Labor Day Holiday ................................................................................................................................................ Monday, September 7, 2015
Finals and Graduation .................................................................................................................................. Wednesday, September 23, 2015

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):
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.
Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>89-80%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>79-70%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>69-70%</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>L</td>
<td></td>
</tr>
<tr>
<td></td>
<td>W</td>
<td></td>
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<tr>
<td></td>
<td>WZ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TR</td>
<td></td>
</tr>
</tbody>
</table>

**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 Progress**

**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 requirements 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 5, 2013: The following information is updated to Appendix B: ACADEMIC CALENDARS beginning on page 46 of the catalog:

APPENDIX B: ACADEMIC CALENDARS

8.30 HOUR PROGRAM SCHEDULE

Summer Schedule 2014
*June Registration ............................................................... Monday, June 22, 2014 – Friday, June 27, 2014
Course Session ................................................................. Monday, June 30, 2014 – Monday, July 21, 2014
Independence Day Holiday ................................................. Monday, July 7, 2014
Finals and Course End ....................................................... Friday, July 11, 2014
Course Session ................................................................. Monday, July 28, 2014 – Friday, August 8, 2014
Labor Day Holiday ......................................................... Monday, August 11, 2014
Finals and Graduation ....................................................... Friday, August 15, 2014
Scheduled Break ............................................................... Tuesday, August 26, 2014

Fall Schedule 2014
*September Registration .................................................... Monday, September 22, 2014
Course Session ................................................................. Wednesday, September 24, 2014 – Tuesday, October 7, 2014
Finals and Course End ....................................................... Friday, October 10, 2014
Course Session ................................................................. Wednesday, October 15, 2014 – Tuesday, November 4, 2014
Thanksgiving Holiday Break .............................................. Friday, November 27, 2014
Finals and Graduation ....................................................... Monday, December 15, 2014
Scheduled Break ............................................................... Tuesday, December 23, 2014

Winter Schedule 2015
*January Registration .......................................................... Monday, January 5, 2015
Course Session ................................................................. Monday, January 12, 2015 – Friday, February 20, 2015
Finals and Course End ....................................................... Friday, February 27, 2015
Course Session ................................................................. Monday, February 23, 2015 – Friday, March 27, 2015
Scheduled Break ............................................................... Saturday, March 28, 2015 – Friday, April 3, 2015

Spring Schedule 2015
*April Registration ............................................................. Monday, April 6, 2015
Course Session ................................................................. Monday, April 6, 2015 – Friday, May 15, 2015
Finals and Course End ....................................................... Friday, May 15, 2015
Course Session ................................................................. Monday, May 18, 2015 – Monday, June 29, 2015
Memorial Day Holiday ...................................................... Monday, May 25, 2015
Finals and Graduation ....................................................... Monday, June 29, 2015

Summer Schedule 2015
*June Registration ............................................................. Monday, June 22, 2015
Course Session ................................................................. Tuesday, June 30, 2015 – Tuesday, August 11, 2015
Independence Day Holiday .............................................. Friday, July 3, 2015
Course Session ................................................................. Wednesday, August 26, 2015 – Wednesday, September 23, 2015
Labor Day Holiday ......................................................... Monday, September 7, 2015
Finals and Graduation ....................................................... Wednesday, September 23, 2015

ADDENDUM, effective September 1, 2013: The following language has been updated to the “NOTIFICATION OF RIGHTS UNDER FERPA” section on page 20 of the catalog.

ADDED:

WyoTech is committed to the protection of student education information. While WyoTech does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include WyoTech-designated directory information. WyoTech 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.

ADDENDUM effective July 16, 2013: The following replaces the tools disclosure statement in APPENDIX C: TUITION AND FEES section on page 47 of the catalog:

Textbooks are included with tuition and a set of tools are provided (loaned) to students at no additional charge during the time of their attendance.

ADDENDUM effective July 16, 2013: The following website address is added to the STUDENT COMPLAINT/GRIEVANCE PROCEDURE, Accrediting Commission Procedure on page 17 of the catalog:
www.accsc.org

ADDENDUM effective July 16, 2013: The following replaces the ADMINISTRATION AND FACULTY section on page 35 of the catalog:

<table>
<thead>
<tr>
<th>Administration AND FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus President</strong></td>
</tr>
<tr>
<td>Kareena Salter</td>
</tr>
<tr>
<td><strong>Director of Education</strong></td>
</tr>
<tr>
<td>Christopher Barton</td>
</tr>
<tr>
<td><strong>Director of Career Services</strong></td>
</tr>
<tr>
<td>Melissa Creggar</td>
</tr>
<tr>
<td><strong>Director of Student Finance</strong></td>
</tr>
<tr>
<td>Open</td>
</tr>
</tbody>
</table>

ADDENDUM effective June 3, 2013: The following language has been added to the catalog:

**Colorado Student Information**
Postponement of a starting date, whether at the request of The School of the student, requires a written agreement signed by the student and The School. The agreement must set forth:
A. Whether the postponement is for the convenience of The School or the student, and;
B. A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or if the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with The School’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

ADDENDUM effective June 3, 2013: The Attendance Policy language has been updated in the Wisconsin Student Information section on page 43 of the catalog:

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact: Wisconsin Educational Approval Board, 201 West Washington Avenue 3rd Floor, Madison Wisconsin 53708, (608) 266-1996.

ADDENDUM effective June 3, 2013: The following language has been updated on page 42 of the catalog:

9. Any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001, Phone: (512) 936-3100, http://csc.twc.state.tx.us

ADDENDUM effective June 3, 2013: The following language has been updated in the Entitlement Agencies section on page 2 of the catalog:

- Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

ADDENDUM effective June 3, 2013: The following language has been updated in the Entitlement Agencies section on page 2 of the catalog:

- Certified by the Kansas Board of Regents, 1000 SW Jackson Street, Suite 500, Topeka KS 66612-1368, Tel (785) 296-3421, Fax (785) 296-0983.
ADDENDUM effective June 3, 2013: The following language has been updated on page 43 of the catalog:

If the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Indiana Board for Proprietary Education at: 101 West Ohio Street Suite 670, Indianapolis, IN 46204; (317) 464-4400; http://www.in.gov/cpe/2329.htm.

ADDENDUM effective June 3, 2013: The following language has been updated in the Indiana Student Information section on page 22 of the catalog:

INDIANA STUDENT INFORMATION

In addition to CANCELLATION POLICY (a) (1), (2), (3), (5) and (6) above, Indiana students may cancel at any time after signing the Enrollment Agreement and within six business days following the day of the first class of the first academic year. See the Notice of Cancellation form, accompanying the Enrollment Agreement, for an explanation of this right. The institution noted on the front of the enrollment agreement that it is regulated by the Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204”

ADDENDUM effective April 17, 2013: The following information is updated to Appendix B: ACADEMIC CALENDARS beginning on page 46 of the catalog:

APPENDIX B: ACADEMIC CALENDARS
8.30 HOUR PROGRAM SCHEDULE

Summer Schedule 2014
*June Registration ........................................................................................................................................................... Friday, June 27, 2014
Course Session ................................................................. Friday, June 27, 2014 – Friday, August 8, 2014
Independence Day Holiday ............................................................... Friday, July 4, 2014
Finals and Course End .................................................................................. Friday, August 8, 2014
*August Registration .................................................................... Friday, August 8, 2014
Course Session .................................................................. Monday, August 11, 2014 - Monday, September 22, 2014
Labor Day Holiday .................................................................................. Monday, September 1, 2014
Finals and Graduation .............................................................................. Monday, September 22, 2014

ADDENDUM effective February 15, 2013: The following information replaces the May Course Session for the Spring Schedule 2013 in the 8.3 Hour Program Schedule on page 46 of the catalog:

Course Session...................................................................................... Thursday, May 16, 2013 – Thursday, June 27, 2013

ADDENDUM effective February 15, 2013: The following information replaces the Scheduled Break for the Winter Schedule 2013 in the 6.25 Hour Program Schedule on page 47 of the catalog:

Scheduled Break.................................................................................. March 9 - March 17, 2013

ADDENDUM effective February 15, 2013: The following replaces the respective action of the CODE OF STUDENT CONDUCT – WYOTECH beginning on page 14 of the catalog:

All WyoTech students will abide by the following:
4. A campus-approved WyoTech baseball-style cap with the bill facing forward may be worn in the labs. No other headwear may be worn while in WyoTech training facilities.

ADDENDUM effective October 15, 2012: The following is added to the WASHINGTON STUDENT INFORMATION in Appendix A: State Specific Student Information section beginning on page 36 of the catalog:

WASHINGTON STUDENT ACHIEVEMENT COUNCIL formerly known as WASHINGTON HIGHER EDUCATION COORDINATING BOARD DEGREE AUTHORIZATION AGENCY

WyoTech is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes WyoTech to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

ADDENDUM effective September 11, 2012 (REVISED: June 3, 2013): The following is added to Appendix A: State Specific Student Information section beginning on page 36 of the catalog:
Colorado Student Information
A person claiming pecuniary loss as a result of a deceptive trade or sales practice, pursuant to section 12-59-117, C.R.S., by a school or agent shall first exhaust all complaint 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 Colorado Board of Private Occupational Schools a written complaint against the school or agent. A complaint shall be filed within two years after the student discontinues his or her training at the school or at any time prior to the commencement of training.

ADDENDUM effective August 24, 2012; updated with Michigan Student Information effective September 18, 2012: The following is added to Appendix A: State Specific Student Information section beginning on page 36 of the catalog:

Colorado Student Information
TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS
WyoTech does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

Michigan Student Information
Students may access a complaint form at www.michiganps.net.

Oregon Student Information
Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Washington Student Information
ARBITRATION WAIVER: Washington residents are not bound by the enrollment agreement’s statement precluding the student from "joining or consolidating claims in arbitration with or against another present or former student or to arbitrate any claim as a representative or member of a class or in a private attorney general capacity.

ADDENDUM effective August 24, 2012: The following replaces the Minnesota information in the Entitlement Agencies section on page 2 of the catalog:
Licensed as a private career school with the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, pursuant to Minnesota Statutes, sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

ADDENDUM effective August 23, 2012 (REVISED: JUNE 3, 2013): The following replaces the Indiana information in the Entitlement Agencies section on page 2 and in the INDIANA STUDENT INFORMATION section on page 22 of the catalog:
This institution is authorized by Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204.

ADDENDUM effective August 15, 2012: The following Date of Withdrawal versus Date of Determination (DOD) is added to the WITHDRAWAL section on page 5 of the catalog:
DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)
The effective date of withdrawal for refund purposes will be the student’s last date of attendance. The date of determination (DOD) is the earliest of the following: (a) the last day of attendance, if the student is terminated by the school; (b) the date of receipt of written notice from the student; or (c) if the student ceases attendance without providing written notification, the DOD shall be no more than three school days following the last date of attendance.

ADDENDUM effective August 15, 2012: The DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD) on page 21 of the catalog is removed.

ADDENDUM effective July 27, 2012: The following information is added to Appendix B: ACADEMIC CALENDARS beginning on page 46 of the catalog:
APPENDIX B: ACADEMIC CALENDARS
8.30 HOUR PROGRAM SCHEDULE

2014 Academic Calendar
Winter Schedule 2014
*January Registration..........................................................Thursday, January 2, 2014
Course Session..........................................................Thursday, January 2, 2014 - Wednesday, February 12, 2014
WyoTech Daytona Beach
2012-2014 Catalog Addenda to
Version II Effective 7/1/2012 – 8/31/2014
Revision Date: 1/15/2016

ADDENDUM effective July 20, 2012: The following replaces the ADMINISTRATION AND FACULTY section on page 35 of the catalog:

ADMINISTRATION AND FACULTY

<table>
<thead>
<tr>
<th>Administration</th>
<th>Degree/Qualification</th>
<th>Awarding Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus President</td>
<td>Open</td>
<td>Director of Student Services</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Christopher Barton</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Director of Career Services</td>
<td>Melissa Cregga</td>
<td>Director of Student Accounts</td>
</tr>
<tr>
<td>Director of Student Finance</td>
<td>Kareena Salter</td>
<td>Registrar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applied Service Management Department</th>
<th>Degree/Qualification</th>
<th>Awarding Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Coordinator</td>
<td>Douglas Hough</td>
<td>Bachelor</td>
</tr>
<tr>
<td>Instructors</td>
<td>Lisa Martino</td>
<td>Master</td>
</tr>
<tr>
<td></td>
<td>Eileen Maxwell</td>
<td>Master</td>
</tr>
<tr>
<td></td>
<td>Ray Wilt</td>
<td>Associate</td>
</tr>
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</table>

<table>
<thead>
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<th>Marine Department</th>
<th>Degree/Qualification</th>
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<tbody>
<tr>
<td>Department Coordinator</td>
<td>Daniel Scudder</td>
<td>Associate</td>
</tr>
<tr>
<td>Instructors</td>
<td>Craig Bottoms</td>
<td>Work Experience</td>
</tr>
<tr>
<td></td>
<td>Thomas Cain</td>
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<tr>
<td></td>
<td>Edgar Elkins</td>
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<td></td>
<td>Troy Hancock</td>
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<tr>
<td></td>
<td>Arthur Johnson</td>
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<tr>
<td></td>
<td>Richard Mackowiak</td>
<td>Diploma</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPAt</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>Wonderlic</th>
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<tbody>
<tr>
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<td>Reading: 65</td>
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<td>Reading: 45</td>
<td>Writing: 35</td>
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<td>Quantitative: 215</td>
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<tr>
<td>Numerical: 43</td>
<td>Numerical: 27</td>
<td>Numerical: 36</td>
<td></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).