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.

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).

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 March 18, 2015: The following language 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. If a Minnesota student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term, plus 25 percent of the total program cost (25 percent not to exceed $100.00). This refund policy is not linked to the school’s student conduct code. It is not the practice of the school to transfer or sell promissory instruments; however, promissory instruments will not be negotiated prior to completion of 50% of the course of instruction.

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

The catalog copyright “Copyright © 2012 by Corinthian Colleges, Inc.” has been removed. All other references to Corinthian Colleges (CCI) have either been removed or have been replaced with Zenith Education Group
ADDENDUM, Effective February 2, 2015: The language to update the School Ownership table is as follows:

<table>
<thead>
<tr>
<th>ZENITH EDUCATION GROUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following schools are owned by Zenith Education Group:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Everest College</th>
<th>Everest Institute</th>
<th>Everest University</th>
<th>WyoTech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO)</td>
<td>Everett, WA (additional location of Everest Institute, Southfield, MI)</td>
<td>Tampa (Brandon), FL (additional location of Everest University, North Orlando, FL)</td>
<td>Blairsville, PA (branch of WyoTech, Laramie, WY)</td>
</tr>
<tr>
<td>Aurora, CO (additional location of Everest College, Thornton, CO)</td>
<td>Austin, TX (branch of Everest Institute, Southfield, MI)</td>
<td>Jacksonville, FL (additional location of Everest University, North Orlando, FL)</td>
<td>Daytona Beach, FL (main campus)</td>
</tr>
<tr>
<td>Atlanta West, GA (branch of Everest Institute, Southfield, MI)</td>
<td>Bensalem, PA (additional location of Everest College, Seattle, WA)</td>
<td>Melbourne, FL (additional location of Everest University, North Orlando, FL)</td>
<td>Laramie, WY (main campus)</td>
</tr>
<tr>
<td>Bedford Park, IL (branch of Everest Institute, Southfield, MI)</td>
<td>Chelsea, MA (additional location of Everest Institute, Southfield, MI)</td>
<td>North Orlando, FL (main campus)</td>
<td>Tampa, FL (main campus)</td>
</tr>
<tr>
<td>Bremerton, WA (main campus)</td>
<td>Cross Lanes, WY (main campus)</td>
<td>Orange Park, FL (additional location of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Burr Ridge, IL (branch of Everest College, Skokie, IL)</td>
<td>Dearborn, MI (branch of Everest Institute, Southfield, MI)</td>
<td>Pompano Beach, FL (additional location of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Chesapeake, VA (additional location of Everest College, Newport News, VA)</td>
<td>Detroit, MI (branch of Everest Institute, Southfield, MI)</td>
<td>South Orlando, FL (additional location of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Colorado Springs, CO (main campus)</td>
<td>Eagan, MN (additional location of Everest Institute, Cross Lanes, WY)</td>
<td>Tampa, FL (additional location of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Dallas, TX (additional location of Everest College, Portland, OR)</td>
<td>Gaithersburg, MD (branch of Everest Institute, Southfield, MI)</td>
<td>Portland, FL (additional location of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Everett, WA (additional location of Everest College, Bremerton, WA)</td>
<td>Gahanna, OH (branch of Everest Institute, Southfield, MI)</td>
<td>South Orlando, FL (branch of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT)</td>
<td>Grand Rapids, MI (main campus)</td>
<td>Tampa, FL (branch of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)</td>
<td>Houston (Bissonnet), TX (branch of Everest College, Renton, WA)</td>
<td>Tampa, FL (branch of Everest University, North Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>Henderson, NV (main campus)</td>
<td>Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)</td>
<td></td>
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<tr>
<td>Kansas City, MO (additional location of Everest University, Pompano Beach)</td>
<td>Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)</td>
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<tr>
<td>Melrose Park, IL (branch of Everest College, Skokie, IL)</td>
<td>Jonesboro, GA (branch of Everest Institute, Southfield, MI)</td>
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<tr>
<td>Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI)</td>
<td>Kalama, WA (branch of Everest Institute, Southfield, MI)</td>
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<tr>
<td>Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)</td>
<td>Marietta, GA (branch of Everest Institute, Southfield, MI)</td>
<td></td>
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<tr>
<td>Newport News, VA (main campus)</td>
<td>Norcross, GA (branch of Everest Institute, Southfield, MI)</td>
<td></td>
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<tr>
<td>Portland, OR (main campus)</td>
<td>Pittsburgh, PA (main campus)</td>
<td></td>
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</tr>
<tr>
<td>Renton, WA (main campus)</td>
<td>Portland (Tigard), OR (additional location of Everest College, Seattle, WA)</td>
<td></td>
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</tr>
<tr>
<td>Salt Lake City, UT (main campus)</td>
<td></td>
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<tr>
<td>Seattle, WA (main campus)</td>
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</tr>
<tr>
<td>Skokie, IL (main campus)</td>
<td></td>
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</tr>
<tr>
<td>Springfield, MO (main campus)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Louis, MO (additional location of Everest College, Bremerton, WA)</td>
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<tr>
<td>Tacoma, WA (additional location of Everest College, Bremerton, WA)</td>
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<td></td>
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<tr>
<td>Thornton, CO (main campus)</td>
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<tr>
<td>Vancouver, WA (additional location of Everest College, Portland, OR)</td>
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<tr>
<td>Vienna, VA (Tyson’s Corner) (additional location of Everest College, Colorado Springs, CO)</td>
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<td></td>
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<tr>
<td>Woodbridge, VA (additional location of Everest College, Seattle, WA)</td>
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</tr>
</tbody>
</table>
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>I. King Jordan</td>
</tr>
<tr>
<td></td>
<td>James McKeon</td>
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<tr>
<td></td>
<td>Jack O'Connell</td>
</tr>
<tr>
<td></td>
<td>Maurice Salter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zenith Education Group</th>
<th>Officers</th>
</tr>
</thead>
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<td>David Hawn, President</td>
</tr>
<tr>
<td>Gary Cook</td>
<td>Greg Van Guilder, Treasurer</td>
</tr>
<tr>
<td>I. King Jordan</td>
<td>Dan Fisher, Secretary</td>
</tr>
<tr>
<td>James McKeon</td>
<td>Jack O'Connell</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 witholding 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 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 CPA, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

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

Former CCI ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student’s academic file.
Students transferring from a non-CCI institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCI subject to Test Publisher’s retest policies.

Ability to Benefit Advising

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation 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 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/1BB8CA02-8F80-43A3-8957-AB01DB805389/0/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:
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 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.

**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 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 1, 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: Monday, April 6, 2015 – 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>
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<tbody>
<tr>
<td>100-90%</td>
<td>A</td>
<td>4.0</td>
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<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>69-0%</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>L</td>
<td>Leave of Absence</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>WZ</td>
<td>Military Withdrawal</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
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</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 requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

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

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

**SAP Advising or SAP MET Status**

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP Met status and the student’s APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

**SAP NOT MET Status and/or Dismissal**

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

**Retaking Failed Coursework**

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

**ADDENDUM effective September 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 ......................................................................................................................... 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 1, 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
WyoTech Daytona Beach
2012-2014 Catalog Addenda to
Version II Effective 7/1/2012 – 8/31/2014
Revision Date: 04/08/2015

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 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:

ADMINISTRATION AND FACULTY

<table>
<thead>
<tr>
<th>Administration</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Campus President</td>
<td>Kareena Salter</td>
<td>Director of Student Services</td>
<td>Jennifer Davis</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Christopher Barton</td>
<td>Director of Admissions</td>
<td>Angela Sites</td>
</tr>
<tr>
<td>Director of Career Services</td>
<td>Melissa Creggar</td>
<td>Director of Student Accounts</td>
<td>Barbara Hallett</td>
</tr>
<tr>
<td>Director of Student Finance</td>
<td>Open</td>
<td>Registrar</td>
<td>Judy Brown</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 144.21 to 144.32. 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
Finals and Course End ................................................................................................................. Wednesday, February 12, 2014
*February Registration ........................................................................................................... Thursday, February 13, 2014
Course Session ..................................................................................................................... Thursday, February 13, 2014 - Wednesday, April 2, 2014
Scheduled Break ................................................................................................................... Saturday, March 8, 2014 – Sunday, March 16, 2014
Finals and Graduation .............................................................................................................. Wednesday, April 2, 2014

Spring Schedule 2014
*April Registration ..................................................................................................................... Thursday, April 3, 2014
Course Session ..................................................................................................................... Thursday, April 3, 2014 - Wednesday, May 14, 2014
Finals and Course End .............................................................................................................. Wednesday, May 14, 2014
*May Registration .................................................................................................................. Thursday, May 15, 2014
Course Session ..................................................................................................................... Thursday, May 15, 2014 – Thursday, June 26, 2014
Memorial Day Holiday .......................................................................................................... Monday, May 26, 2014
Finals and Graduation .............................................................................................................. Thursday, June 26, 2014
Scheduled Break ................................................................................................................... Friday, June 27, 2014 – Sunday, June 29, 2014

Summer Schedule 2014
*June Registration ..................................................................................................................... Friday, June 27, 2014
Course Session ..................................................................................................................... Friday, June 27, 2014 – Thursday, August 8, 2014
Independence Day Holiday ..................................................................................................... Friday, July 4, 2014
Finals and Course End .............................................................................................................. Thursday, August 7, 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 .............................................................................................................. Friday, September 19, 2014
WyoTech Daytona Beach
2012-2014 Catalog Addenda to
Version II Effective 7/1/2012 – 8/31/2014
Revision Date: 04/08/2015

Fall Schedule 2014
*September Registration .............................................................................................................................. Wednesday, September 24, 2014
Course Session ........................................................................................................................................... Thursday, September 25, 2014 - Wednesday, November 5, 2014
Finals and Course End ..................................................................................................................................... Wednesday, November 5, 2014
*November Registration ..................................................................................................................................... Thursday, November 6, 2014
Course Session ............................................................................................................................................... Thursday, November 6, 2014 - Friday, December 19, 2014
Thanksgiving Holiday Break ......................................................................... Thursday, November 27, 2014 - Sunday, November 30, 2014
Finals and Graduation ......................................................................................................................................... Friday, December 19, 2014
Scheduled Break ........................................................................................................................................... Saturday, December 20, 2014 - Sunday, January 4, 2015

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

<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>
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<thead>
<tr>
<th>Applied Service Management Department</th>
<th>Degree/Qualification</th>
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</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>
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<table>
<thead>
<tr>
<th>Marine Department</th>
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<tbody>
<tr>
<td>Department Coordinator</td>
<td>Daniel Scudder</td>
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<tr>
<td>Instructors</td>
<td>Craig Bottoms</td>
<td>Work Experience</td>
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<tr>
<td></td>
<td>Thomas Cain</td>
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<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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<td></td>
<td>Richard Mackowiak</td>
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<td>Kevin McDuffie</td>
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<td></td>
<td>Ben Ousnamer</td>
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<tr>
<td></td>
<td>Michael Phillips</td>
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<td></td>
<td>Jay Siciliani</td>
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<th>Motorcycle Department</th>
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<tbody>
<tr>
<td>Department Coordinators</td>
<td>Douglas Hough</td>
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<td>Stephen Plympton</td>
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<td>Instructors</td>
<td>John Balko</td>
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<td>Jaime Broere</td>
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<td>Alan Company</td>
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<td>Anthony Eaton</td>
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<td>Lonnie Ernst</td>
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<td>Michael Fargnoli</td>
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<td>Joseph Fontanelli</td>
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<td>John Fortner</td>
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<td>Tyler Gerrick</td>
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<td>Allen Golomski</td>
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<td>Kurt Heinrichs</td>
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<td>Greg Hodges</td>
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<td>Scott James</td>
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<td></td>
<td>William King</td>
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</tr>
<tr>
<td></td>
<td>Andrew Krumm</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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<tr>
<td>Required Passing scores:</td>
<td>Language: 45</td>
<td>Reading: 65</td>
<td>Reading: 36</td>
<td>Verbal: 205</td>
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<tr>
<td></td>
<td>Reading: 45</td>
<td>Writing: 35</td>
<td>Writing: 35</td>
<td>Quantitative: 215</td>
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<td></td>
<td>Numerical: 43</td>
<td>Numerical: 27</td>
<td>Numerical: 36</td>
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</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).