Addendum

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

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

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

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

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 If the school does not obtain the student’s POG within 21 days of the student's start date, the student must be withdrawn from the program.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

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

  2. **TRANSCRIPT AND DIPLOMA RELEASE**
     Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Transcript and diploma requests must be made in writing to the Office of the Registrar. Students who are current with their financial obligation to the campus, and students who owe the campus an outstanding balance of $1,500 or less, may obtain an official transcript by submitting a completed Transcript Request Form to the campus Registrar. Students who have outstanding balances above $1,500 may receive an unofficial copy of their transcript.

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

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

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

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

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

     For a final grade appeal, the student will include the informal steps taken to address the disagreement.
Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded. The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

**Attendance Violation Appeals**

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

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

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

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

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

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

**Satisfactory Academic Progress (SAP) Violation Appeals**

SAP appeals must be submitted by the:

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

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

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

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

**Final Course Grades**

Final grade appeals must be submitted by the:

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

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

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

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

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

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

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

Impact of Add/Drop on Financial Aid Calculation

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

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

5. Satisfactory Academic Progress

Rate of Progress Toward Completion

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

Maximum Time Frame to Complete

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

SAP Advising

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

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

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

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy.
Retaking Passed Coursework
Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students’ rate of progress and maximum time frame. All repeated courses will appear on the student’s transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

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

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

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

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

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

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

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

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

Failure to Return From a Leave of Absence
If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student’s last day of attendance (LDA). The “L” grade in the LOA course(s) will be changed to “W” (withdraw). The course(s) having a grade of “W” will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.
Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

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

7. Attendance Policy

Establishing Attendance/Verifying Enrollment

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

Monitoring Student Attendance

The School will monitor student attendance on the basis of both consecutive absences (the “Consecutive Absence Rule”) and absences as a percentage of the hours (minus externship hours) in the term/program (the “Percentage Absence Rule”). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

Consecutive Absence Rule

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

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

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

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

Percentage Absence Rule

Diploma Programs:

For students who have not previously violated the attendance policy:

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

For students who have been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:
Percentage | Action Taken
--- | ---
15% of the remaining classroom hours missed | Attendance warning letter sent
20% of the remaining classroom hours missed | Withdrawn from the module and dismissed from school

### Degree Programs

For students who **have not** previously violated the attendance policy:

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

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

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

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

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

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

### 8. STUDENT GRIEVANCE PROCEDURE

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

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

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

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

State Council of Higher Education for Virginia  
Private and Out-of-State Postsecondary Education  
101 N. 14th Street, 9th floor, James Monroe Building
9. INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS (ADDED)

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

Additionally, international students must:

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

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

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

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

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

**English Proficiency**

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

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

The acceptable skills assessment tests for **diploma and undergraduate programs** are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:
Test: TOEFL MELAB IELTS ELS
Score: 45 Internet Based 133 Computer Based 450 Paper Based 60 5.0 Completion of Level 107

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

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

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

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

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

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

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

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

12. CRIMINAL BACKGROUND SCREENING

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

13. GRANTS AND SCHOLARSHIPS

Zenith Student Grant

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

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

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

Eligibility

To be eligible, the student must:

• Apply each academic year
• Meet all application deadlines
• Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

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

Renewing the grant

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

• Determined financial need
• Enrollment

Timeliness of his/her financial aid application

■ ADDENDUM, Effective January 25, 2016: The following language has been added to the catalog.

Faculty Accessibility

Students may reach out to faculty outside of course regular schedule hours for any academic or course advising. The student and instructor can set up a time to meet before or after and through any sort of technology such as
email, text or phone call throughout the period during which the course is offered. All instructors distribute their email and phone number contact information on the first day of every module or term to all students.

■ ADDENDUM, Effective January 25, 2016: The following language has been updated to page 5 of the catalog.

Transfer to Other Everest Locations
Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which any passing grade was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

■ ADDENDUM, Effective January 25, 2016: The following language has been updated to page 5 of the catalog.

Maximum Transfer Credits Accepted
Students enrolled in a diploma, associate or bachelor’s degree program must complete at least 30% of the program in residency at the institution awarding the degree or diploma. The remaining 70% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit or prior learning credit. Additionally no more than 30% of credits may be awarded from life/work experience.

■ ADDENDUM, Effective January 25, 2016: The following information has been updated to the Student Grievance Procedure of the catalog.

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

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

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

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

State Council of Higher Education for Virginia
Private and Out-of-State Postsecondary Education
101 N. 14th Street, 9th floor, James Monroe Building
Richmond, VA 23219
Phone: (804) 225 2600
Fax: (804) 225 2604
www.schev.edu

■ ADDENDUM, Effective January 25, 2016: The following note has been added to the programs offered table of the catalog.

Note: Associate of Applied Science and Associate of Occupational Science degree programs are terminal/technical programs and the credits generally earned in these programs are not applicable to other degrees.
Everest College  
Newport News Campus  
2014 - 2016 catalog, revision date 2/17/16  
Addendum

■ ADDENDUM, Effective January 25, 2016: The course name of Associate of Science has been updated to Associate of Applied Science Degree Program for the linear programs.

**BUSINESS**  
Associate of Applied Science Degree Program

**CRIMINAL JUSTICE**  
Associate of Applied Science Degree Program

**ACCOUNTING**  
Associate of Applied Science Degree Program

■ ADDENDUM, Effective January 25, 2016: The following language has been updated to the catalog.

**STUDENT RECORDS**

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

■ ADDENDUM, Effective January 25, 2016: The Articulation Agreement language has been removed from the catalog and currently there are no articulation agreements.

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

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Textbooks and Equipment (Estimated)</th>
<th>Total Tuition + Books &amp; Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table $3,200 ($400/term)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table $3,200 ($400/term)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table $3,200 ($400/term)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Modular Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,730</td>
<td>$2,177</td>
<td>$15,907</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$15,759</td>
<td>$2,178</td>
<td>$17,937</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,992</td>
<td>$1,855</td>
<td>$17,847</td>
</tr>
</tbody>
</table>

Tuition for linear effective January 11, 2016  
Tuition for modular effective February 8, 2016  
Book Price effective January 1, 2016
Everest College
Newport News Campus
2014 - 2016 catalog, revision date 2/17/16
Addendum

<table>
<thead>
<tr>
<th>Number of Credits Enrolled In</th>
<th>Credit Load</th>
<th>Cost Per Credit</th>
<th>Cost Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or more</td>
<td>20</td>
<td>$218.35</td>
<td>$4,367.00</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>$229.84</td>
<td>$4,367.00</td>
</tr>
<tr>
<td></td>
<td>18</td>
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<tr>
<td></td>
<td>17</td>
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<tr>
<td></td>
<td>16</td>
<td>$272.94</td>
<td>$4,367.00</td>
</tr>
<tr>
<td>12 - 15</td>
<td>15</td>
<td>$227.93</td>
<td>$3,419.00</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>$244.21</td>
<td>$3,419.00</td>
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<tr>
<td></td>
<td>13</td>
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<td></td>
<td>12</td>
<td>$284.92</td>
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<td>8 - 11</td>
<td>11</td>
<td>$295.82</td>
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<tr>
<td></td>
<td>10</td>
<td>$325.40</td>
<td>$3,254.00</td>
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<tr>
<td></td>
<td>9</td>
<td>$361.56</td>
<td>$3,254.00</td>
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<tr>
<td></td>
<td>8</td>
<td>$406.75</td>
<td>$3,254.00</td>
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<tr>
<td>Less than 8</td>
<td>7</td>
<td>$494.00</td>
<td>$3,458.00</td>
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<tr>
<td></td>
<td>6</td>
<td>$494.00</td>
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<td></td>
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<tr>
<td></td>
<td>2</td>
<td>$494.00</td>
<td>$988.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$494.00</td>
<td>$494.00</td>
</tr>
</tbody>
</table>

Effective January 11, 2016
Note: For students who are enrolling in school at the mini-term, tuition is $2,280. Thereafter, students are subject to the tiered quarterly tuition rate.

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

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

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

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

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

Refer to Appendix A for further information.

APPENDIX A

Statement on Sexual Misconduct Response and Prevention

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

**Definitions**

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

**Clery Act** - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

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

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

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

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

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

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

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

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

**Sexual misconduct** - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

**Stalking** - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person...
when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

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

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

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

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

**Reporting of Crimes**

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

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

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

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

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

**Options for Reporting and Confidentially Disclosing Sexual Violence**

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

* Some may be required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” These people would include any Professional or Pastoral Counselors, as described below.

* Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus President and the Regional Vice President of Operations.

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

The Options

A. Privileged and Confidential Communications

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

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

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

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

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

B. Reporting to Responsible Employees

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

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

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

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

The Campus President is the School's responsible employee.

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

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

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

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

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

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

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

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

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

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

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

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

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.
The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

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

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

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

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

Take Back the Night and other public awareness events

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

Off-campus Counselors and Advocates.

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

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

Campus Security Authority

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

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

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offences (e.g., Campus President, etc.).
An official of who has the authority and the duty to take action or respond to particular issues on behalf of
the institution and who has significant responsibility for student and campus activities, including but not
limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, “no-contact” orders, restraining orders, or similar
lawful orders issued by a criminal, civil, or tribunal court.

**Sexual Offences Reporting and Disciplinary Procedures**

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

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

**Disciplinary Action**

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

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

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

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

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

**Violence against Women**

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

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

**Campus Community Safety is Primary**

The School’s primary concern is the safety of its campus community members. The use of alcohol or drugs never
makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred
from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of
drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Victim Confidentiality

The School will use its best efforts to ensure that:

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

State-Specific Statements

Virginia

Child Abuse and Neglect Reporting

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

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

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

Pennsylvania

Sexual Offences Reporting and Disciplinary Procedures

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

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

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

■ ADDENDUM, Effective January 1, 2016: Textbooks and equipment costs for modular programs have been updated to the catalog.

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Tuition effective February 2, 2015
Book Price effective January 1, 2016

■ ADDENDUM, effective December 1, 2015: The Introduction Module for the Medical Assistant diploma programs has been replaced with Module HCIN: Introduction to Healthcare Profession. The prerequisites for all modules have also been replaced with Module HCIN.

MODULE HCIN - Introduction to the Healthcare Profession 6 Quarter Credits
This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, and OSHA. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certification is also included in the course. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside: 20 Hrs.

■ ADDENDUM, effective December 1, 2015: Module G has been replaced with Module HCIN: Introduction to Healthcare Profession for the Medical Administrative Assistant diploma programs. The prerequisites for all modules have been replaced with Module HCIN. There is no change in the overall length of the programs.

■ ADDENDUM, effective August 7, 2015: The following ATB language has been removed from pages 2 and 3 of the catalog:

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

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
   a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
   b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.
NOTE: The number of students enrolled under the Ability to Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Ability to Benefit Passing Test Scores

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

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

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

Ability to Benefit Advising

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

■ ADDENDUM, effective August 7, 2015: The language in strikethrough below has been removed from page 24 of the catalog:

Student Eligibility

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

■ ADDENDUM, Effective July 8, 2015: The following course has been added to the approved elective requirement section for Business AS degree program.

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<tr>
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<tr>
<td>OST 2335</td>
<td>Business Communications</td>
<td>4 Quarter Credits</td>
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<td></td>
<td>Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisites: ENC1102. Lecture Hours: 0 Lab Hours: 40 Other Hours: 0</td>
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■ ADDENDUM, Effective July 1, 2015: Textbooks and equipment costs for modular programs have been updated to the catalog.

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Tuition effective February 2, 2015
Book Price effective July 1, 2015

■ ADDENDUM, effective June 24, 2015: The credential title for the Accounting, Business and Criminal Justice degree programs has been revised to Associate of Applied Science. The Associate of Applied Science (A.A.S.) degrees are terminal and credits earned in these programs are generally not considered transferable to other degrees.

■ ADDENDUM, effective June 24, 2015: The following language has been added to the Criminal Justice Associate of Applied Science degree program on page 38 of the catalog:

Note: This program will not provide the required training for entry level positions in law enforcement, corrections, armed security, certain unarmed security and other careers requiring certification, licensure, or registration with the Virginia Department of Criminal Justice Services (DCJS). Students who complete this program in Virginia will be required to obtain certification through DCJS approved training facilities to meet the minimum requirements for those positions.

■ ADDENDUM, effective May 1, 2015: The following ATB language has been removed from pages 2 and 3 of the catalog:

ABILITY TO BENEFIT GRANDFATHERING POLICY

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

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   c. Passing an independently administered, Department of Education (DOE) approved ATB test; or
   d. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

NOTE: The number of students enrolled under the Ability to Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.
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7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law or qualify for admissions under the Ability to Benefit Grandfathering Policy.

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

BUYER’S RIGHT TO CANCEL

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

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

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

An official withdrawal is considered to have occurred on the date that the student provides to the school official notification of his or her intent to withdraw. Students who must withdraw from the school are requested to notify the office of the Academic Dean/Director of Education in writing to provide official notification, including the official date and reason, of their intent to withdraw. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from the school prior to the end of the school’s official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal for students who officially withdraw is the same date as determined under official withdrawals above. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student’s original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student’s control, the withdrawal date is as follows: If the withdrawal is due to circumstances beyond the student’s control, the date of withdrawal is the date the school determines is related to the circumstance beyond the student’s control; otherwise, the withdrawal date is the midpoint of the quarter or the last documented date of attendance at an academic activity, whichever is later.

For a student who officially withdraws, the DOD is the student’s withdrawal date or date of notification, whichever is later. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the student has ceased attendance. For a student who withdraws after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment.

The date of withdrawal, for purposes of calculating a refund, is the student’s last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student’s withdrawal shall be the student’s last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days or 7 consecutive class days, whichever is longer, from the student’s last date of attendance.

FEDERAL FINANCIAL AID RETURN POLICY

STUDENT FINANCIAL AID (SFA)

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

RETURN OF TITLE IV FUNDS CALCULATION AND POLICY

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation: Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term). This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The school must return the lesser of:
1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than $50. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event
that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied).

The school must return the Title IV funds for which it is responsible in the following order:
1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student’s promissory notes.

■ ADDENDUM, Effective April 1, 2015: Textbooks and equipment costs for modular programs have been updated to the catalog.

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Tuition effective February 2, 2015
Book Price effective April 1, 2015

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

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

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

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

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

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

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

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

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

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

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

**SCHOOL HISTORY AND DESCRIPTION**

The Newport News campus was founded as College of Hampton Roads in 1941. In 1982, the name was changed to Kee Business College. In 1986, National Education Centers, Inc. acquired the school, and the name was changed to National Education Center - Kee Business College Campus. The school was acquired by Corinthian Schools, Inc. in September, 1995. The school name was changed to Kee Business College on June 30, 1996. In April of 2007, the name was changed to Everest Institute. Upon receiving approval to offer degree programs, the name was changed to Everest College in May 2008. In February 2015, Zenith Education Group purchased the school from Corinthian Colleges, Inc. and transitioned it from a for-profit college into a dynamic nonprofit learning institution.

Everest College is located in Newport News, Virginia. All physical plant facilities are easily accessible to both day and evening students. The facility is in compliance with federal, state and local ordinances and regulations, including those relating to safety and health.

The facility is designed for preparing students for the working world. The building has 16,000 square feet containing 10 classrooms, administrative offices, a student lounge and restrooms. Some classrooms are designed and equipped for laboratory instruction. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.
ADDENDUM, effective February 2, 2015: The following tuition tables have been updated:

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

1. **New enrolling students.** A new student is defined as: a student who has never attended a Zenith Education Group school or has been withdrawn for more than one (1) year or has graduated and enrolled in a new program;

2. A re-entering student who has withdrawn and is re-entering greater than 180 days from their withdrawal date.

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

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

Same Program (Same / New Program Version):

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

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

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

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

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

Same Program (Same / New Program Version)

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

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

Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student’s best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Textbooks and Equipment (Estimated)</th>
<th>Total Tuition + Books &amp; Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table $3,200 ($400/term)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Business</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table $3,200 ($400/term)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table $3,200 ($400/term)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Modular Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,331</td>
<td>$1,657</td>
<td>$14,988</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$15,300</td>
<td>$1,905</td>
<td>$17,205</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,992</td>
<td>$1,855</td>
<td>$17,847</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Number of Credits Enrolled In</th>
<th>Credit Load</th>
<th>Cost Per Credit</th>
<th>Cost Per Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or more</td>
<td>20</td>
<td>$212.00</td>
<td>$4,240.00</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>$223.16</td>
<td>$4,240.00</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>$235.56</td>
<td>$4,240.00</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>$249.41</td>
<td>$4,240.00</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>$265.00</td>
<td>$4,240.00</td>
</tr>
<tr>
<td>12 - 15</td>
<td>15</td>
<td>$221.33</td>
<td>$3,320.00</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>$237.14</td>
<td>$3,320.00</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>$255.38</td>
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<tr>
<td></td>
<td>12</td>
<td>$276.67</td>
<td>$3,320.00</td>
</tr>
<tr>
<td>8 - 11</td>
<td>11</td>
<td>$287.27</td>
<td>$3,160.00</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>$316.00</td>
<td>$3,160.00</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>$351.11</td>
<td>$3,160.00</td>
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<tr>
<td></td>
<td>8</td>
<td>$395.00</td>
<td>$3,160.00</td>
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<td>7</td>
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<td></td>
<td>6</td>
<td>$480.00</td>
<td>$2,880.00</td>
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<tr>
<td></td>
<td>5</td>
<td>$480.00</td>
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<tr>
<td></td>
<td>4</td>
<td>$480.00</td>
<td>$1,920.00</td>
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<tr>
<td></td>
<td>3</td>
<td>$480.00</td>
<td>$1,440.00</td>
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<tr>
<td></td>
<td>2</td>
<td>$480.00</td>
<td>$960.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$480.00</td>
<td>$480.00</td>
</tr>
</tbody>
</table>

**ADDENDUM, Effective February 2, 2015:** The following scholarship language has been added to the catalog.

**Zenith Student Grant**

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

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

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

**Eligibility**

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

**Obtaining grant funds**

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

**Renewing the grant**

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

- Determined financial need
Addendum

• Enrollment
• Timeliness of his/her financial aid application
• Institutional grant funding availability

■ ADDENDUM, Effective February 2, 2015: The following scholarship language has been added to the catalog

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

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

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

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

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

The scholarship is non-transferable

■ ADDENDUM, Effective February 2, 2015: The Imagine America Scholarship, President's Scholarship and Everest Opportunity Grant have been removed from pages 25-26 of the catalog.

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

Student Code of Conduct
Everest and WyoTech students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the school. It is expected that you will share respect for the law, our campus rules and adhere to the highest ethical standards of conduct, whether you are in class, on campus, at off-campus sponsored activities or events, and housing.
This Student Code of Conduct is designed to maintain a learning environment that ensures the safety and well-being of everyone on campus, encourages students in the practice of good citizenship and self-discipline, and protects the school's property and equipment by promoting integrity, academic achievement, and personal responsibility. Questions and concerns may be reported by calling 855-218-6009.

Conduct Affecting On-Campus Safety
Everest and WyoTech will take all appropriate actions to protect the safety and security of our campus community. Every student has the right to fair and reasonable treatment. No one may be excluded on the basis of disability, race, ethnicity, national origin, creed, gender, age, sexual orientation, economic status, or other protected status. A student whose conduct threatens property or the health/safety of any person may be immediately suspended. Examples of such conduct may include:
Everest College
Newport News Campus
2014 - 2016 catalog, revision date 2/17/16
Addendum

- Possessing alcohol or other intoxicants, drugs, firearms or other weapons, explosives, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of the school’s or another’s property
- Harassment or intimidation of others, including bullying or cyberbullying
- Endangering yourself or others, infliction of physical harm
- Any other behavior deemed inappropriate by the school

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

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

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

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

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

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

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

Student Grievance Procedure
You may bring a complaint against the School and initiate the School’s Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to respond to your complaint within 15 days. If you are not satisfied with your academic advisor’s resolution of your complaint, you may appeal his/her decision to the President of the School. You may then appeal the President’s decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School’s Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor.
Everest College
Newport News Campus
2014 - 2016 catalog, revision date 2/17/16
Addendum

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

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
Phone: (202) 336-6780
Fax: (202) 842-2593

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

Office of the Attorney General
900 East Main Street
Richmond, VA 23219
804-786-2071
www.oag.state.va.us

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></td>
</tr>
<tr>
<td>James McKeon</td>
<td></td>
</tr>
<tr>
<td>Jack O’Connell</td>
<td></td>
</tr>
<tr>
<td>Maurice Salter</td>
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</tr>
</tbody>
</table>

<table>
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<td></td>
</tr>
<tr>
<td>Jack O’Connell</td>
<td></td>
</tr>
</tbody>
</table>
ADDENDUM, Effective February 2, 2015: The language to update the School Ownership table is as follows:

**ZENITH EDUCATION GROUP**

<table>
<thead>
<tr>
<th>Everest College</th>
<th>Detroit, MI (branch of Everest Institute, Southfield, MI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO)</td>
<td>Eagan, MN (additional location of Everest Institute, Cross Lanes, WV)</td>
</tr>
<tr>
<td>Aurora, CO (additional location of Everest College, Thornton, CO)</td>
<td>Gahanna, OH (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Atlanta West, GA (branch of Everest Institute, Southfield, MI)</td>
<td>Grand Rapids, MI (main campus)</td>
</tr>
<tr>
<td>Bedford Park, IL (branch of Everest Institute, Southfield, MI)</td>
<td>Houston (Bissonnet), TX (branch of Everest College, Renton, WA)</td>
</tr>
<tr>
<td>Bremerton, WA (main campus)</td>
<td>Houston (Greenpoint), TX (branch of Everest Institute, San Antonio, TX)</td>
</tr>
<tr>
<td>Burr Ridge, IL (branch of Everest College, Skokie, IL)</td>
<td>Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)</td>
</tr>
<tr>
<td>Chesapeake, VA (additional location of Everest College, Newport News, VA)</td>
<td>Jonesboro, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Colorado Springs, CO (main campus)</td>
<td>Kalamazoo, MI (additional location of Everest Institute, Grand Rapids, MI)</td>
</tr>
<tr>
<td>Dallas, TX (additional location of Everest College, Portland, OR)</td>
<td>Marietta, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Everett, WA (additional location of Everest College, Bremerton, WA)</td>
<td>Norcross, GA (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Fort Worth North, TX (additional location of Everest College, Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)</td>
<td>Pittsburgh, PA (main campus)</td>
</tr>
<tr>
<td>Henderson, NV (main campus)</td>
<td>Portland (Tigard), OR (additional location of Everest College, Seattle, WA)</td>
</tr>
<tr>
<td>Kansas City, MO (additional location of Everest University, Pompano Beach)</td>
<td>San Antonio, TX (main campus)</td>
</tr>
<tr>
<td>Melrose Park, IL (branch of Everest College, Skokie, IL)</td>
<td>Silver Spring, MD (additional location of Everest College, Portland, OR)</td>
</tr>
<tr>
<td>Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI)</td>
<td>Southfield, MI (main campus)</td>
</tr>
<tr>
<td>Mentoronette Park, IL (additional location of Everest University, Pompano Beach, FL)</td>
<td>South Plainfield, NJ (branch of Everest Institute, Southfield, MI)</td>
</tr>
<tr>
<td>Newport News, VA (main campus)</td>
<td>Everest University</td>
</tr>
<tr>
<td>Portland, OR (main campus)</td>
<td>Tampa (Brandon), FL (additional location of Everest University North Orlando, FL)</td>
</tr>
<tr>
<td>Renton, WA (main campus)</td>
<td>Jacksonville, FL (additional location of Everest University, North Orlando, FL)</td>
</tr>
<tr>
<td>Salt Lake City, UT (main campus)</td>
<td>Lakeland, FL (additional location of Everest University, North Orlando, FL)</td>
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<tr>
<td>Seattle, WA (main campus)</td>
<td>Largo, FL (additional location of Everest University, North Orlando, FL)</td>
</tr>
<tr>
<td>Skokie, IL (main campus)</td>
<td>Melbourne, FL (additional location of Everest University, North Orlando, FL)</td>
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<td>Springfield, MO (main campus)</td>
<td>North Orlando, FL (main campus)</td>
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<td>St. Louis, MO (additional location of Everest College, Bremerton, WA)</td>
<td>Orange Park, FL (additional location of Everest University, North Orlando, FL)</td>
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<tr>
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<tr>
<td>Vancouver, WA (additional location of Everest College, Portland, OR)</td>
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</tr>
<tr>
<td>Vienna, VA (Tyson’s Corner) (additional location of Everest College, Colorado Springs, CO)</td>
<td>WyoTech</td>
</tr>
<tr>
<td>Woodbridge, VA (additional location of Everest College, Seattle, WA)</td>
<td>Blairsville, PA (branch of WyoTech, Laramie, WY)</td>
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<td>Everest Institute</td>
<td>Daytona Beach, FL (main campus)</td>
</tr>
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<td>Austin, TX (branch of Everest Institute, Southfield, MI)</td>
<td>Laramie, WY (main campus)</td>
</tr>
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<td>Bensalem, PA (additional location of Everest College, Seattle, WA)</td>
<td></td>
</tr>
</tbody>
</table>
ADDENDUM, effective January 1, 2015: The highlighted textbook/equipment cost for modular programs have been updated in the Tuition and Fees table.

<table>
<thead>
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<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$19,125</td>
<td>$1,905</td>
<td>$21,030</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,992</td>
<td>$1,855</td>
<td>$17,847</td>
</tr>
</tbody>
</table>

Effective January 1, 2015

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

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

ADDENDUM, effective November 1, 2014: The highlighted textbook/equipment prices for modular programs have been updated in the Tuition and Fees table below.

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Textbooks and Equipment (Estimated)</th>
<th>Total Tuition + Books &amp; Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$3,200 ($400/term)</td>
<td>-</td>
</tr>
<tr>
<td>Business</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$3,200 ($400/term)</td>
<td>-</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>18-24 Months</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$3,200 ($400/term)</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Textbooks and Equipment (Estimated)</th>
<th>Total Tuition + Books &amp; Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$16,664</td>
<td>$1,650</td>
<td>$18,314</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$19,125</td>
<td>$1,900</td>
<td>$21,025</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$15,992</td>
<td>$1,855</td>
<td>$17,847</td>
</tr>
</tbody>
</table>

Effective November 1, 2014

ADDENDUM, Effective October 2, 2014: The Dream Award Program and Scholarships language has been removed from page 25 of the catalog.

ADDENDUM, Effective October 2, 2014: The Military Scholarships language has been removed from pages 26 and 27 of the catalog.
ADDENDUM, Effective September 9, 2014: The following has been added to the catalog:

Effective September 9, 2014, the Commonwealth of Virginia Department of Veterans Affairs has withdrawn approval of VA education benefits for prospective or current students.

ADDENDUM, Effective September 1, 2014: The following holiday has been removed from weekend and added for all shifts.

<table>
<thead>
<tr>
<th>Student &amp; Holiday Breaks</th>
<th>Start Dates</th>
<th>End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>9/1/2014</td>
<td>9/1/2014</td>
</tr>
</tbody>
</table>