Everest College - Thornton
2014-2016 catalog, revision date 2/17/16
Addenda

- **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 If the school does not obtain the student’s POG within 21 days of the student’s start date, the student must be withdrawn from the program.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.
Addenda

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 courses, 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);
f) To delay the return of unearned federal funds.

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

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

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

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

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If the student does not return from LOA as defined above, the student will be withdrawn.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

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

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
Addenda

- Financial aid may be affected
- The LOA could also affect the student’s:
  - Loan repayment terms including the grace period
  - Rate of progress
  - Maximum time frame for completion

7. Attendance Policy

Establishing Attendance/Verifying Enrollment

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

Monitoring Student Attendance

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

Consecutive Absence Rule

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

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

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

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

Percentage Absence Rule

Diploma Programs:

For students who have not previously violated the attendance policy:

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

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

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

Degree Programs

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

<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
(202) 336-6780, (202) 842-2593 (fax)
www.acics.org

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

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

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

Additionally, international students must:

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

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

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

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

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

English Proficiency

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

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

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

<table>
<thead>
<tr>
<th>Test:</th>
<th>TOEFL</th>
<th>MELAB</th>
<th>IELTS</th>
<th>ELS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score:</td>
<td>45 Internet Based</td>
<td>60</td>
<td>5.0</td>
<td>Completion of Level 107</td>
</tr>
<tr>
<td></td>
<td>133 Computer Based</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>450 Paper Based</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 27, 2016: The following Dental Assistant program has been added to the catalog.

DENTAL ASSISTANT
Diploma Program
33 weeks – 760 hours – 48 credit units

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continue to grow, the role and responsibilities of the dental assistant also continue to expand.

The goal of the Dental Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies.
The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operatory dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health. Completion of the Dental Assistant Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Title</th>
<th>Contact Hours</th>
<th>Quarter Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE A</td>
<td>Dental Office Emergencies and Compliance</td>
<td>40</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE B</td>
<td>Dental Radiography</td>
<td>40</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE C</td>
<td>Dental Specialties</td>
<td>40</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE D</td>
<td>Operatory Dentistry</td>
<td>40</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE E</td>
<td>Laboratory Procedures</td>
<td>40</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE F</td>
<td>Dental Anatomy and Orthodontics</td>
<td>40</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE G</td>
<td>Dental Health</td>
<td>40</td>
<td>6.0</td>
</tr>
<tr>
<td>MODULE X</td>
<td>Dental Assistant Externship</td>
<td>200</td>
<td>6.0</td>
</tr>
<tr>
<td><strong>Program Totals:</strong></td>
<td></td>
<td><strong>760</strong></td>
<td><strong>48.0</strong></td>
</tr>
</tbody>
</table>

**Major Equipment:** Amalgamators, Model Vibrators, Autoclave, Oral Evacuation Equipment, Automatic and Manual Processing Equipment, Oxygen Tank, Dental Unit and Chairs, Personal Computers, Radiographic mannequins (DXXTRs) and Typodont Manikins, Ultrasonic Units, Hand pieces, X-Ray Units, Model Trimmers.

**Module A – Dental Office Emergencies and Compliance** 6.0 Quarter Credit

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. This module includes an overview of dental ethics and the law. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, protective barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students will gain the knowledge of ergonomics and pharmacology. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Students are introduced to front office procedures utilizing related front office software. Career development skills are also taught. Students are also introduced to basic anatomy of the head and teeth. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module B – Dental Radiography** 6.0 Quarter Credit

This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomic structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist (Florida State Only). Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Students are introduced to front office procedures utilizing related front office software. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related dental terminology is also taught. Out-of-class activities will be assigned and assessed as part
### Module C – Dental Specialties
6.0 Quarter Credit

In this module, students study cranial anatomy as it relates to oral surgery and periodontics. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) and pulp vitality testing are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children’s dentistry (pediatric dentistry) as a specialty is presented. Related dental terminology is studied. Students are introduced to front office procedures utilizing related front office software. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### Module D – Operatory Dentistry
6.0 Quarter Credit

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required procedures such as placement, wedging and removal of Tofflemire retainers and other matrices. Procedures to include placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins are also practiced. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students will have an understanding of dental anesthetics. Students are introduced to front office procedures utilizing related front office software. Students are introduced to basic anatomy of the head and teeth. Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication are discussed. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### Module E – Laboratory Procedures
6.0 Quarter Credit

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

### Module F – Dental Anatomy and Orthodontics
6.0 Quarter Credit

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. HIPAA regulations are introduced with emphasis on protection of patient's privacy and how dental health professionals must follow these regulations. HIV/AIDS is covered with an emphasis on understanding the causes, modes of transmission, and the practice of universal standard precautions. Students are introduced to front office procedures utilizing related front office software. Students are introduced to basic anatomy of the head and teeth. Students learn Occupational Safety and Health Administration (OSHA), standards for infection control, and hazard communication. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

### Module G – Dental Health
6.0 Quarter Credit

SPECIALTY AREAS OF DENTAL ANATOMY AND PATHOLOGY ARE STUDIED. PLACEMENT OF PERIODONTAL SURGICAL DRESSINGS IS DEMONSTRATED AND PRACTICED ON MANIKINS. PREVENTIVE DENTISTRY IS EMPHASIZED. RELATED AREAS OF NUTRITION AND FLUORIDES ARE PRESENTED. STUDENTS ARE INTRODUCED TO FRONT OFFICE PROCEDURES UTILIZING RELATED FRONT OFFICE SOFTWARE. RELATED DENTAL TERMINOLOGY IS STUDIED. CORONAL POLISH THEORY AND PROCEDURES ARE TAUGHT AND PRACTICED ON MANIKINS; CLINICAL PATIENTS CAN BE PERFORMED UNDER THE DIRECT SUPERVISION OF A LICENSED DENTIST (FLORIDA STATE ONLY). PIT AND FISSURE SEALANTS THEORY AND PROCEDURES ARE TAUGHT AND PRACTICED ON TYPODONTS. STUDENTS ARE INTRODUCED TO BASIC ANATOMY OF THE HEAD AND TEETH. STUDENTS LEARN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA), STANDARDS FOR INFECTION CONTROL, AND HAZARD COMMUNICATION. OUT-OF-CLASS ACTIVITIES WILL BE ASSIGNED AND ASSESSED AS PART OF THIS MODULE. PREREQUISITE: none. LECTURE HOURS: 40.0 LAB HOURS: 40.0 OTHER HOURS: 0.0.

### Module X – Dental Assistant Externship
6.0 Quarter Credit

In this module, students complete unpaid, supervised, practical in-service at a dental office or clinic in which the student practices direct application of all clinical functions of dental assisting. Prerequisite: Completion of Modules A-
Everest College - Thornton
2014-2016 catalog, revision date 2/17/16
Addenda

G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 200.0.

<table>
<thead>
<tr>
<th>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$11,214</td>
<td>$956</td>
</tr>
</tbody>
</table>

Effective January 27, 2016

<table>
<thead>
<tr>
<th>48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Credits Attempted</strong></td>
</tr>
<tr>
<td>1-18</td>
</tr>
<tr>
<td>19-24</td>
</tr>
<tr>
<td>25-30</td>
</tr>
<tr>
<td>31-36</td>
</tr>
<tr>
<td>37-42</td>
</tr>
<tr>
<td>43-48</td>
</tr>
<tr>
<td>49-72</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Administrative Assistant, Dental Assistant, Medical Assistant, Pharmacy Technician Mod Early Morning, Morning, Afternoon and Night 2016 - 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Dates</strong></td>
</tr>
<tr>
<td>1/27/2016</td>
</tr>
<tr>
<td>4/25/2016</td>
</tr>
<tr>
<td>6/22/2016</td>
</tr>
<tr>
<td>7/25/2016</td>
</tr>
<tr>
<td>8/22/2016</td>
</tr>
<tr>
<td>9/21/2016</td>
</tr>
<tr>
<td>10/20/2016</td>
</tr>
<tr>
<td>11/21/2016</td>
</tr>
<tr>
<td>12/21/2016</td>
</tr>
<tr>
<td>1/25/2017</td>
</tr>
<tr>
<td>2/23/2017</td>
</tr>
<tr>
<td>3/27/2017</td>
</tr>
<tr>
<td>4/25/2017</td>
</tr>
<tr>
<td>5/24/2017</td>
</tr>
<tr>
<td>6/27/2017</td>
</tr>
<tr>
<td>7/26/2017</td>
</tr>
<tr>
<td>8/28/2017</td>
</tr>
<tr>
<td>9/27/2017</td>
</tr>
<tr>
<td>10/26/2017</td>
</tr>
<tr>
<td>11/28/2017</td>
</tr>
<tr>
<td>12/27/2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holiday/Student Break Mod Early Morning, Morning, Afternoon and Night 2016 - 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Holiday/Student Break</strong></td>
</tr>
<tr>
<td>Presidents Day</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>Christmas Break</td>
</tr>
<tr>
<td>New Year's Eve</td>
</tr>
<tr>
<td>New Year's Day</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>Presidents Day</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>Student Break</td>
</tr>
<tr>
<td>Independence Day</td>
</tr>
<tr>
<td>Student Break</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Christmas Break</td>
</tr>
<tr>
<td>New Year's Eve</td>
</tr>
<tr>
<td>New Year's Day</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
</tr>
</tbody>
</table>

■ ADDENDUM, Effective January 12, 2016: The following calendars have been updated to the catalog.
### Addenda

#### Start Dates | End Dates
--- | ---
1/27/2016 | 2/24/2016

| Presidents Day | 2/15/2016 | 2/15/2016 |
| Martin Luther King Day | 1/18/2016 | 1/18/2016 |
| Memorial Day | 5/30/2016 | 5/30/2016 |
| Thanksgiving Holiday | 11/24/2016 | 11/24/2016 |

#### 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:

### Modular Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,925</td>
<td>$1,962</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$12,225</td>
<td>$2,331</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$11,516</td>
<td>$1,080</td>
</tr>
</tbody>
</table>

### Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Estimated Books and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant (no longer enrolling)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$5,700</td>
</tr>
<tr>
<td>Medical Assistant V2.0 (no longer enrolling)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,800</td>
</tr>
<tr>
<td>Paralegal (no longer enrolling)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>94</td>
<td>$27,166 $289/unit</td>
<td>$2,800</td>
</tr>
</tbody>
</table>

Book Price Effective January 1, 2016
Tuition for Linear Effective January 11, 2016
Tuition for Modular Effective February 8, 2016

### For all quarter-based programs with the exception of Surgical Technologist

<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>$263.65</td>
<td>$5,273.00</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>$277.53</td>
<td>$5,273.00</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>$292.94</td>
<td>$5,273.00</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>$310.18</td>
<td>$5,273.00</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>$329.56</td>
<td>$5,273.00</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>$374.67</td>
<td>$4,120.00</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>$394.29</td>
<td>$4,120.00</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>$416.92</td>
<td>$4,120.00</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>$433.33</td>
<td>$4,120.00</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>$359.55</td>
<td>$3,955.00</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>$395.50</td>
<td>$3,955.00</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>$439.44</td>
<td>$3,955.00</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>$494.38</td>
<td>$3,955.00</td>
</tr>
<tr>
<td>8 - 11</td>
<td>7</td>
<td>$494.00</td>
<td>$3,458.00</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>$494.00</td>
<td>$2,964.00</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>$494.00</td>
<td>$2,470.00</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>$494.00</td>
<td>$1,976.00</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>$494.00</td>
<td>$1,482.00</td>
</tr>
<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 $2,745. Thereafter, students are subject to the tiered quarterly tuition rate.

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

<table>
<thead>
<tr>
<th>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,607</td>
<td>$1,962</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$11,869</td>
<td>$2,331</td>
</tr>
</tbody>
</table>
Everest College - Thornton
2014-2016 catalog, revision date 2/17/16
Addenda

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Estimated Books and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>$11,181</td>
<td>$1,080</td>
</tr>
<tr>
<td>Accounting (no longer enrolling students)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$5,700</td>
</tr>
<tr>
<td>Business</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,300</td>
</tr>
<tr>
<td>Criminal Justice (no longer enrolling students)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,800</td>
</tr>
<tr>
<td>Paralegal (no longer enrolling students)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>94</td>
<td>$26,414</td>
<td>$2,800</td>
</tr>
</tbody>
</table>

Effective January 1, 2016

**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 CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

<table>
<thead>
<tr>
<th>ATB Test</th>
<th>CPAt Required Passing Scores:</th>
<th>COMPASS Required Passing Scores:</th>
<th>ASSET Required Passing Scores:</th>
<th>CPT/Accuplacer Required Passing Scores:</th>
<th>Wonderlic Required Passing Scores:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>42</td>
<td>Reading: 62</td>
<td>Reading: 35</td>
<td>Reading: 55</td>
<td>Verbal: 200</td>
</tr>
<tr>
<td>Reading</td>
<td>43</td>
<td>Writing: 32</td>
<td>Writing: 35</td>
<td>Sentence Skills: 60</td>
<td>Quantitative: 210</td>
</tr>
<tr>
<td>Numerical</td>
<td>41</td>
<td>Numerical: 25</td>
<td>Numerical: 33</td>
<td>Arithmetic: 34</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Ability to Benefit Advising**

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

**ADDENDUM, effective May 1, 2015:** The language in strikethrough below has been removed from page 22 of the catalog:

**STUDENT ELIGIBILITY**

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

■ ADDENDUM, Effective November 11, 2015: The following verbiage has been removed from page two of the catalog under the Admissions Information section:

As part of the enrollment process, enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math.

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

Zenith American Dream Scholarship

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

To be eligible a student must:

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

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

Scholarship winners

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

Selection criteria will include:

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

Obtaining scholarship funds

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

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

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

CODE OF STUDENT CONDUCT

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

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

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

SEXUAL HARASSMENT POLICY

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

Refer to Appendix A for further information.

APPENDIX A

Statement on Sexual Misconduct Response and Prevention

Scope

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

Definitions

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


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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management. All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident
reported. All incident reports shall be reviewed by the Campus President and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

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

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

Options for Reporting and Confidentially Disclosing Sexual Violence

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

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

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;
Addenda

- 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-rptng-of-child-abuse-and-neglect-2013.aspx
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 October 27, 2015: The following student help line email contact has been updated to the catalog.

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the Campus President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at studentservices@zenith.org.

■ ADDENDUM, Effective October 27, 2015: As of August 21, 2015 the program listed below has been eliminated from the program offerings at the Thornton Campus. The tuition and fees table has also been updated to the catalog.

- Associate of Applied Science in Paralegal

<table>
<thead>
<tr>
<th>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,607</td>
<td>$1,932</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$11,869</td>
<td>$2,191</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$11,181</td>
<td>$1,041</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Estimated Books and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (no longer enrolling)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$5,700</td>
</tr>
<tr>
<td>Business</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,300</td>
</tr>
<tr>
<td>Criminal Justice (no longer enrolling)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,800</td>
</tr>
</tbody>
</table>
Everest College - Thornton
2014-2016 catalog, revision date 2/17/16

Addenda

Students

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paralegal (no longer enrolling students)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>94</td>
<td>$26,414/281/unit</td>
<td>$2,800</td>
</tr>
</tbody>
</table>

Effective October 14, 2015

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

<table>
<thead>
<tr>
<th>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,607</td>
<td>$1,932</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$11,869</td>
<td>$2,191</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding (no longer enrolling students)</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,329</td>
<td>$2,134</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$11,181</td>
<td>$1,041</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Estimated Books and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting (no longer enrolling students)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$5,700</td>
</tr>
<tr>
<td>Business</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,300</td>
</tr>
<tr>
<td>Criminal Justice (no longer enrolling students)</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,800</td>
</tr>
<tr>
<td>Paralegal</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>94</td>
<td>$26,414/281/unit</td>
<td>$2,800</td>
</tr>
</tbody>
</table>

Quarter-Based Diploma Program

| Business Accounting (no longer enrolling students)   | 48           | See Flat-term rate table | $2,600                   |

Book Price effective July 1, 2015

■ ADDENDUM, Effective June 16, 2015: The programs listed below have been eliminated from the program offerings at the Thornton Campus, and new student enrollment is no longer being accepted.

- Diploma in Medical Insurance Billing and Coding
- Diploma in Business Accounting
- Academic Associate Degree in Criminal Justice
- Academic Associate Degree in Accounting

■ ADDENDUM, Effective May 22, 2015: The following highlighted lab hours and course number have been updated to the Surgical Technologist AS degree.

STS 2175C - Clinical Rotation I 5.0 Quarter Credits
This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Prerequisite: STS 2174C. Lecture Hours: 0 Lab Hours: 150 Other Hours: 0

STS 2176C - Clinical Rotation II 11.0 Quarter Credits
This course is a continuation of the skills practiced in STS 2175C with continued supervised, practical hands-on and observational experiences in the clinical area. During this rotation, students will rotate throughout the operating room, as well as other surgical and non-surgical departments, including the obstetrics delivery room, emergency room, and the out-patient surgery department. Prerequisites: STS 2174C, STS 2175C. Lecture Hours: 0 Lab Hours: 350 Other Hours: 0

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Extern Hours</th>
<th>Clock Hours</th>
<th>Quarter Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE CORE REQUIREMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGS 2060C</td>
<td>Computer Applications</td>
<td>30</td>
<td>20</td>
<td>0</td>
<td>50</td>
<td>4.0</td>
</tr>
<tr>
<td>SLS 1317</td>
<td>Strategies for Health Care Professional Success</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>40</td>
<td>4.0</td>
</tr>
<tr>
<td>College Core Totals</td>
<td></td>
<td>70</td>
<td>20</td>
<td>0</td>
<td>90</td>
<td>8.0</td>
</tr>
</tbody>
</table>

MAJOR CORE REQUIREMENTS

24
STS 1001  Principles and Practices of Surgical Technology  40  0  0  40  4.0
BSC 1085  Anatomy and Physiology I  40  0  0  40  4.0
BSC 1086  Anatomy and Physiology II  40  0  0  40  4.0
HSC 1529  Diseases of the Human Body  40  0  0  40  4.0
MCB 2000  Microbiology and Infection Control  40  0  0  40  4.0
STS 2007  Surgical Pharmacology  40  0  0  40  4.0
STS 2171C  Surgical Technology I  30  20  0  50  4.0
STS 2172C  Surgical Technology II  30  20  0  50  4.0
STS 2173C  Surgical Procedures I  40  40  0  80  6.0
STS 2174C  Surgical Procedures II  40  40  0  80  6.0
STS 2175C  Clinical Rotation I  0  0  150  150  5.0
STS 2176C  Clinical Rotation II  0  0  350  350  11.0
STS 2200  Surgical Technologist Certification Examination Review  20  0  0  20  2.0

Major Core Totals  400  120  500  1020  62.0

GENERAL EDUCATION REQUIREMENTS
ENC 1101  Composition I  40  0  0  40  4.0
ENC 1102  Composition II  40  0  0  40  4.0
EVS 1001  Environmental Science  40  0  0  40  4.0
MAT 1033  College Algebra  40  0  0  40  4.0
PSY 2012  General Psychology  40  0  0  40  4.0
SPC 2017  Oral Communications  40  0  0  40  4.0

General Education Totals  240  0  0  240  24.0

TOTAL  710  140  500  1350  94.0

HSC 1529  - Diseases of the Human Body  4.0 Quarter Credits
This course provides a study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment. Prerequisites: BSC 1085, BSC 1086 Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

ADDENDUM, Effective May 14, 2015: The following calendars have been added to the catalog.

| Medical Administrative Assistant, Medical Assistant, Pharmacy Technician | Holiday/Student Break |
| Mod Early Morning, Morning, Afternoon and Night 2016 | Mod Early Morning, Morning, Afternoon and Night 2016 |
| Start Dates | End Dates | Start Dates | End Dates |
| 7/25/2016 | 8/18/2016 | | | |
| 8/22/2016 | 9/19/2016 | | | |
| 9/21/2016 | 10/18/2016 | | | |
| 10/20/2016 | 11/16/2016 | | | |
| 11/21/2016 | 12/15/2016 | | | |
| 12/19/2016 | 1/18/2017 | | | |

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.

■ ADDENDUM, Effective April 3, 2015: The title of the Zenith Graduation Scholarship implemented on February 2, 2015 has been updated to be called Zenith Graduation Financial Assistance, as follows:

Zenith Graduation Financial Assistance

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

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

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

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

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

The graduation financial assistance is non-transferable.

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

<table>
<thead>
<tr>
<th>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,607</td>
<td>$1,898</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$11,869</td>
<td>$2,087</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,329</td>
<td>$2,134</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$11,181</td>
<td>$1,036</td>
</tr>
</tbody>
</table>
Everest College - Thornton
2014-2016 catalog, revision date 2/17/16
Addenda

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Estimated Books and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$5,700</td>
</tr>
<tr>
<td>Business</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,300</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,800</td>
</tr>
<tr>
<td>Paralegal</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>94</td>
<td>$26,414</td>
<td>$2,800</td>
</tr>
</tbody>
</table>

Quarter-Based Diploma Program

| Business Accounting   | 48           | See Flat-term rate table | $2,600                   |

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

■ ADDENDUM, Effective March 6, 2015: The following highlighted change has been made to the Student Records section on page 30 of the catalog:

STUDENT RECORDS

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

■ ADDENDUM, Effective February 25, 2015: The following language has been updated to pg. 29 of the catalog.

Students may also contact and file a complaint with the state’s agency and the state’s Attorney General’s office at the following mailing addresses. Complaints may also be filed online with the Division of Private Occupational Schools and there is a two-year limitation (from the student’s last date of attendance) on the Division taking action on student complaints.

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

The catalog copyright “Copyright © 2014 by Corinthian Colleges, Inc.” has been removed. All other references to Corinthian Colleges (CCI) have either been removed or have been replaced with Zenith Education Group.

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

ZENITH EDUCATION GROUP

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

THE ZENITH COMMITMENT TO STUDENTS

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

We commit to:

- Tell the truth about
  - Educational program content
  - Instructor qualifications
  - Program enrollment requirements
  - Cost of education

27
Addenda

- 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 Everest College campus at Thornton was formerly known as Parks College, which was founded by W. T. Parks in 1895 under the name "Modern Business School." The school was located in downtown Denver at 14th and Curtis Street. In July 1923, the school was relocated to 1450 Logan Street and was renamed "Parks School of Business Administration." Parks School of Business Administration was the only private business school in Denver to be accredited according to college and university standards. As an accredited member of the American Association of Commercial Colleges, Parks trained public school teachers to instruct in or chair commercial and business departments before this training was available in other colleges and universities. Even during the Great Depression of the 1930's, Parks remained a thriving institution, continuing to train students for business education. In response to a growing student body, the school moved to 1968 Pennsylvania Street, and in the late 1970's, to a suburban location on North Broadway.

In 1987, the college relocated to its present site at 9065 Grant Street, Thornton, in northern metropolitan Denver, to better serve students throughout the metropolitan area. In August of 1995, Parks Junior College changed its name to "Parks College" as approved by the Colorado Department of Higher Education, Division of Private Occupational Schools. On October 17, 1996, Parks College was acquired by Rhodes Colleges, Inc. In June of 2006 the school changed its name to Everest College.

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.

Thornton campus is located in the northern suburban Denver community of Thornton. The college is located at 9065 Grant Street, overlooking Interstate 25. The facility, built in 1987, houses classrooms, computer laboratories, medical laboratories, library, student lounge, and Administrative Offices.

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

---

**ADDENDUM, Effective February 2, 2015:** The following 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. 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>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,607</td>
<td>$1,674</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$11,869</td>
<td>$2,044</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$10,329</td>
<td>$2,134</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$11,181</td>
<td>$983</td>
</tr>
<tr>
<td>Effective February 2, 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Estimated Books and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$5,700</td>
</tr>
<tr>
<td>Business</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,300</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,800</td>
</tr>
<tr>
<td>Paralegal</td>
<td>96</td>
<td>See Flat-term rate table</td>
<td>$4,900</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>94</td>
<td>$26,414</td>
<td>$2,800</td>
</tr>
<tr>
<td>Quarter-Based Diploma Program</td>
<td>48</td>
<td>See Flat-term rate table</td>
<td>$2,600</td>
</tr>
<tr>
<td>Effective February 2, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all quarter-based programs with the exception of Surgical Technologist

<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>$256.00</td>
<td>$5,120.00</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>$269.47</td>
<td>$5,120.00</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>$284.44</td>
<td>$5,120.00</td>
</tr>
</tbody>
</table>
■ ADDENDUM, Effective February 2, 2015: The following student grant language has been added to the catalog:

**Zenith Student Grant**

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

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

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

**Eligibility**

To be eligible, the student must:

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

**Obtaining grant funds**

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

**Renewing the grant**

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

- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

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

**Zenith Graduation Scholarship**

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

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

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

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

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

The scholarship is non-transferable

■ ADDENDUM, Effective February 2, 2015: The Imagine America, Everest Step Scholarship and Everest Opportunity Grant scholarships language have been removed from pages 23 and 24 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:
- 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:
Addenda

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Falsifying, or altering documents; misusing documents, funds, or school property
- Disruptive actions, including:
  - Use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - Use of any device to make an audio, video, or photographic record of any person while in class, on campus, at off-campus sponsored activities or events, and housing without that person’s prior permission
- Failure to comply with school policies or directives
- Any action that interferes with the learning environment or the rights of others

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

Limitations on Students with Pending Disciplinary Matters

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

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

Conduct that does not Result in Suspension or Dismissal

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

Conduct Resulting in Suspension or Dismissal

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

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

Student Grievance Procedure

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

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

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

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

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

Statement of Ownership

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

1 Imation Place
Building 2
Oakdale, MN 55128

<table>
<thead>
<tr>
<th>Directors</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>John DePodesta, Chair</td>
<td>David Hawn, President and CEO</td>
</tr>
<tr>
<td>Gary Cook</td>
<td>Greg Van Guilder, Chief Financial Officer and Treasurer</td>
</tr>
<tr>
<td>Roberta Cooper Ramo</td>
<td>Dan Fisher, General Counsel and Corporate Secretary</td>
</tr>
</tbody>
</table>

David Hawn
I. King Jordan
James McKeon
Jack O’Connell
Maurice Salter

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

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

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

| Everest College | Detroit, MI (branch of Everest Institute, Southfield, MI) |
| Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO) | Eagan, MN (additional location of Everest Institute, Cross Lanes, WV) |
| Aurora, CO (additional location of Everest College, Thornton, CO) | Gahanna, OH (branch of Everest Institute, Southfield, MI) |
| Atlanta West, GA (branch of Everest Institute, Southfield, MI) | Grand Rapids, MI (main campus) |
| Bedford Park, IL (branch of Everest Institute, Southfield, MI) | Houston (Bissonnet), TX (branch of Everest College, Renton, WA) |
| Bremerton, WA (main campus) | Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) |
| Burr Ridge, IL (branch of Everest College, Skokie, IL) | Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) |
| Chesapeake, VA (additional location of Everest College, Newport News, VA) | Jonesboro, GA (branch of Everest Institute, Southfield, MI) |
| Colorado Springs, CO (main campus) | Kalamazoo, MI (additional location of Everest Institute, Grand Rapids, MI) |
| Dallas, TX (additional location of Everest College, Portland, OR) | Marietta, GA (branch of Everest Institute, Southfield, MI) |
| Everett, WA (addional location of Everest College, Bremerton, WA) | Norcross, GA (branch of Everest Institute, Southfield, MI) |
| Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT) | Pittsburgh, PA (main campus) |
| Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO) | Portland (Tigard), OR (additional location of Everest College, Seattle, WA) |
| Henderson, NV (main campus) | San Antonio, TX (main campus) |
| Kansas City, MO (additional location of Everest University, Pompano Beach) | Silver Spring, MD (additional location of Everest College, Portland, OR) |
| Southfield, MI (main campus) | Southfield, MI (main campus) |
| South Plainfield, NJ (branch of Everest Institute, Southfield, MI) | Everest University |
Addenda

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

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

■ ADDENDUM, Effective January 1, 2015: The following highlighted text/material cost has been updated to the tuition and fees below.

<table>
<thead>
<tr>
<th>Modular Programs</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Text/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,259</td>
<td>$1,674</td>
</tr>
<tr>
<td>Medical Assistant V2.0</td>
<td>41 weeks</td>
<td>60</td>
<td>$14,836</td>
<td>$2,044</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 weeks</td>
<td>48</td>
<td>$12,911</td>
<td>$2,134</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 weeks</td>
<td>48</td>
<td>$13,976</td>
<td>$983</td>
</tr>
</tbody>
</table>

Effective January 1, 2015 for new students enrolling.

■ 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.