ADDENDUM, effective January 26, 2016: The Introduction Module for the Medical Assistant, Medical Insurance Billing and Coding and Massage Therapy diploma programs has been replaced with Module HCIN: Introduction to Healthcare Profession. The prerequisites for all modules have also been replaced with Module HCIN.

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

ADDENDUM, effective January 26, 2016: Module G has been replaced with Module HCIN: Introduction to Healthcare Profession for the Medical Administrative Assistant and Pharmacy Technician diploma programs. The prerequisites for all modules have been replaced with Module HCIN. There is no change in the overall length of the programs.

ADDENDUM, Effective February 8, 2016: The following highlighted modular tuition prices have been updated below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
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<tr>
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Tuition prices effective February 8, 2016
Book prices effective January 1, 2016

ADDENDUM, Effective December 21, 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.
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 in 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.

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1 Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator’s purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr.
Robert Boggs or Tinamarie Aguilar, send your concerns to TitleIXquestions@zenith.org. You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

The Options

A. Privileged and Confidential Communications

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

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

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

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

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

B. Reporting to Responsible Employees

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

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

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

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

The Campus President is the School’s responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.
If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim’s request for confidentiality.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Take Back the Night and other public awareness events**

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

**Off-campus Counselors and Advocates.**

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

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

**Campus Security Authority**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Victim Confidentiality

The School will use its best efforts to ensure that:

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

State-Specific Statements

Virginia

Child Abuse and Neglect Reporting

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

The Department of Social Service’s toll-free child abuse and neglect hotline is 1-800-552-7096.

Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: http://www.ncsl.org/research/human-services/redirect-mandatory-rprtng-of-child-abuse-and-neglect-2013.aspx

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

Pennsylvania

Sexual Offences Reporting and Disciplinary Procedures

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

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

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.
Everest Institute
South Plainfield Campus
2014-2016 catalog, revision date 1/15/16

Addendum

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

■ ADDENDUM, Effective January 1, 2016: The highlighted books, supplies and equipment prices have been updated below:

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Effective January 1, 2016

■ ADDENDUM, Effective November 18, 2015: The ACCSC “warning” statement was lifted on May 7, 2015 and has been removed from the bullet below under the Accreditation, Licensure and Approvals section.

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

■ ADDENDUM, effective August 24, 2015: The following American Dream Scholarship language has been added to the Scholarship section of the catalog:

Zenith American Dream Scholarship

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

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

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

Scholarship winners

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

Selection criteria will include:
- Written reference from a leader in the community
  - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
  - Logical interpretation of the subject and adherence to topic
  - Originality, Innovation and Creativity
  - Adherence to overall guidelines and deadlines applicable
Obtaining scholarship funds
The scholarship will be credited on a student’s account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

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

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

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 graduated and enrolled in a new program; or

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

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

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

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

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

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

■ ADDENDUM, Effective July 29, 2015: The Dental Assistant program will begin enrolling new students for the start date beginning August 24, 2015. The updated tuition table is below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 Weeks</td>
<td>48</td>
<td>$909</td>
<td>$13,340</td>
<td>$14,249</td>
</tr>
</tbody>
</table>

■ ADDENDUM, Effective July 1, 2015: The highlighted books, supplies and equipment prices have been updated below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>33 Weeks</td>
<td>48</td>
<td>$909</td>
<td>$13,340</td>
<td>$14,249</td>
</tr>
<tr>
<td>Electrician</td>
<td>36 Weeks</td>
<td>59</td>
<td>$2,558</td>
<td>$13,753</td>
<td>$16,311</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>42 Weeks</td>
<td>58</td>
<td>$1,582</td>
<td>$13,596</td>
<td>$15,178</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 Weeks</td>
<td>54</td>
<td>$1,384</td>
<td>$11,782</td>
<td>$13,166</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 Weeks</td>
<td>41</td>
<td>$1,966</td>
<td>$13,203</td>
<td>$15,169</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 Weeks</td>
<td>60</td>
<td>$2,104</td>
<td>$14,667</td>
<td>$16,771</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 Weeks</td>
<td>48</td>
<td>$77</td>
<td>$13,331</td>
<td>$13,408</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 Weeks</td>
<td>48</td>
<td>$987</td>
<td>$13,331</td>
<td>$14,318</td>
</tr>
</tbody>
</table>

Effective July 1, 2015
ADDENDUM, effective June 4, 2015: The following dates have been removed from the catalog:

<table>
<thead>
<tr>
<th>Holidays/Student Breaks 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday/Student Break</td>
</tr>
<tr>
<td>Student Break</td>
</tr>
<tr>
<td>Student Break</td>
</tr>
</tbody>
</table>

ADDENDUM, effective June 4, 2015: The following dates have been updated to the catalog:

<table>
<thead>
<tr>
<th>Holidays/Student Breaks 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday/Student Break</td>
</tr>
<tr>
<td>Christmas Break</td>
</tr>
<tr>
<td>New Years Day</td>
</tr>
</tbody>
</table>

ADDENDUM, effective April 22, 2015: The campus is no longer offering the Business Accounting program.

ADDENDUM, effective April 22, 2015: The Medical Insurance Billing and Coding program is not currently enrolling new students.

ADDENDUM, effective April 15, 2015: The following calendars have been updated to the catalog:

<table>
<thead>
<tr>
<th>All Programs AM &amp; PM Schedule 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Dates</td>
</tr>
<tr>
<td>1/26/2016</td>
</tr>
<tr>
<td>6/23/2016</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>10/19/2016</td>
</tr>
<tr>
<td>11/17/2016</td>
</tr>
<tr>
<td>12/19/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Holidays/Student Breaks 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday/Student Break</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>Christmas Break</td>
</tr>
</tbody>
</table>

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

BUYER’S RIGHT TO CANCEL

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

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

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

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

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

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

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

Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed equals the number of scheduled hours (clock-hour programs) or days (credit-hour programs) completed up to the withdrawal date divided by the total number of hours (clock-hour programs) or days (credit-hour programs) in the payment period or term. For credit-hour programs, any scheduled break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

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

The school must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans
4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:

1. Pay authorized charges at the institution;
2. With the student’s permission, reduce the student’s Title IV loan debt (not limited to the student’s loan debt for the period of enrollment);
3. Return to the student.

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student’s promissory notes. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

Institutional Pro Rata Refund Calculation and Policy

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

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

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

Textbook and Equipment Return/Refund Policy
A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The School shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, The School may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Continuing Modular Diploma Students
Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict institutional pro rata refund.

- **ADDENDUM, Effective March 25, 2015,** the school is voluntarily withdrawing the ABHES accreditation for its Medical Assistant Program.

- **ADDENDUM, Effective February 2, 2015:** A Change in School Ownership is as follows:

Change in School Ownership
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.

- **ADDENDUM, Effective April 1, 2015:** The highlighted books, supplies and equipment prices have been updated below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Accounting</td>
<td>36 Weeks</td>
<td>54</td>
<td>$2,078</td>
<td>$12,818</td>
<td>$14,896</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 Weeks</td>
<td>48</td>
<td>$962</td>
<td>$13,340</td>
<td>$14,302</td>
</tr>
<tr>
<td>Electrician</td>
<td>36 Weeks</td>
<td>59</td>
<td>$2,538</td>
<td>$13,753</td>
<td>$16,291</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>42 Weeks</td>
<td>58</td>
<td>$1,582</td>
<td>$13,596</td>
<td>$15,178</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 Weeks</td>
<td>54</td>
<td>$1,381</td>
<td>$11,782</td>
<td>$13,163</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 Weeks</td>
<td>41</td>
<td>$1,839</td>
<td>$13,203</td>
<td>$15,042</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 Weeks</td>
<td>60</td>
<td>$2,002</td>
<td>$14,667</td>
<td>$16,669</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 Weeks</td>
<td>48</td>
<td>$77</td>
<td>$13,331</td>
<td>$13,408</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 Weeks</td>
<td>48</td>
<td>$981</td>
<td>$13,331</td>
<td>$14,312</td>
</tr>
</tbody>
</table>

- **ADDENDUM, Effective March 18, 2015:** The following statement has been added:

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.
ADDENDUM, Effective March 6, 2015: The school is no longer enrolling students into the following diploma programs:

- Business Accounting
- Dental Assistant
- Medical Insurance Billing and Coding

ADDENDUM, Effective March 6, 2015: The following Military Scholarships language has been added to the catalog.

MILITARY SCHOLARSHIPS

Military Scholarship: Military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Activated Guard/Reserve and US Coast Guard, Military spouses of active military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Guard/Reserve and US Coast Guard, and Veterans using VA Education Benefits are eligible to apply for the Military Scholarship. Additionally, dependents using VA Education Benefits are eligible to apply for the Military Scholarship.

The scholarship includes a quarterly tuition stipend applied as a credit to the student's account. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied.

Eligibility: Applicants must meet entrance requirements for program of study. Applicants must be a US military service member, or a dependent or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and Earnings Statement, DD214, etc. The scholarship may be renewed from quarter-to-quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

Payment Schedule:

<table>
<thead>
<tr>
<th>Member Status</th>
<th>Military Scholarship Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Military Service Member (All Programs) - Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard, and Reservists</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Military Spouse (On-Ground Only) - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard</td>
<td>10% Military Scholarship</td>
</tr>
<tr>
<td>Military Spouse (Online Only) - spouses of active duty military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, and US Coast Guard</td>
<td>50% Military Scholarship</td>
</tr>
<tr>
<td>Veteran (Online Only) - veteran using VA education benefits</td>
<td>15% Military Scholarship</td>
</tr>
<tr>
<td>Veteran (On-Ground Only) - veteran using VA education benefits</td>
<td>10% Military Scholarship</td>
</tr>
<tr>
<td>Military Dependents (On-Ground Only) - using VA education benefits</td>
<td>10% Military Scholarship</td>
</tr>
</tbody>
</table>

Veteran’s Assistance Programs

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit www.gibill.va.gov. Each of the major benefits programs is described in detail in its own section of the VA’s site.

- Dependents’ Educational Assistance Program (DEA):
Everest Institute  
South Plainfield Campus  
2014-2016 catalog, revision date 1/15/16 
Addendum


- U.S. Army: http://www.goarmy.com/benefits/education.jsp

■ ADDENDUM, Effective March 4, 2015: The following language has been added to the catalog:
  - Effective February 2, 2015, the State of New Jersey Department of Military and Veterans Affairs has reinstated approval of the VA education benefits for all new enrolling students.

■ 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: Tuition cost has been updated to the catalog.

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

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

Students re-entering within 180 days:
Same Program (Same / New Program Version):
  - Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

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

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

Students re-entering greater than 180 days less than 365 days:
Same Program (Same / New Program Version):
  - Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

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

Different / New Program (Program Change)
  - Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student’s prior period of enrollment.
## ADDENDUM, Effective February 2, 2015:

The language to update the School Ownership table is as follows:

**ZENITH EDUCATION GROUP**

The following schools are owned by Zenith Education Group:

### Everest College
- Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO)
- Aurora, CO (additional location of Everest College, Thornton, CO)
- Atlanta West, GA (branch of Everest Institute, Southfield, MI)
- Bedford Park, IL (branch of Everest Institute, Southfield, MI)
- Burr Ridge, IL (branch of Everest College, Skokie, IL)
- Chesapeake, VA (additional location of Everest College, Newport News, VA)
- Colorado Springs, CO (main campus)
- Dallas, TX (additional location of Everest College, Portland, OR)
- Everett, WA (additional location of Everest College, Bremerton, WA)
- Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT)
- Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)
- Henderson, NV (main campus)
- Kansas City, MO (additional location of Everest University, Pompano Beach)
- Melrose Park, IL (branch of Everest College, Skokie, IL)
- Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI)
- Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)
- Newport News, VA (main campus)
- Portland, OR (main campus)
- Renton, WA (main campus)
- Salt Lake City, UT (main campus)
- Seattle, WA (main campus)
- Skokie, IL (main campus)
- Springfield, MO (main campus)
- St. Louis, MO (additional location of Everest College, Bremerton, WA)
- Tacoma, WA (additional location of Everest College, Bremerton, WA)
- Thornton, CO (main campus)
- Vancouver, WA (additional location of Everest College, Portland, OR)
- Vienna, VA (Tyson’s Corner) (additional location of Everest College, Colorado Springs, CO)

### Everest Institute
- Detroit, MI (branch of Everest Institute, Southfield, MI)
- Eagan, MN (additional location of Everest Institute, Cross Lanes, WV)
- Gahanna, OH (branch of Everest Institute, Southfield, MI)
- Grand Rapids, MI (main campus)
- Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
- Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
- Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
- Jonesboro, GA (branch of Everest Institute, Southfield, MI)
- Kalamazoo, MI (additional location of Everest Institute, Grand Rapids, MI)
- Marietta, GA (branch of Everest Institute, Southfield, MI)
- Norcross, GA (branch of Everest Institute, Southfield, MI)
- Pittsburgh, PA (main campus)
- Portland (Tigard), OR (additional location of Everest College, Seattle, WA)
- San Antonio, TX (main campus)
- Silver Spring, MD (additional location of Everest College, Portland, OR)
- Southfield, MI (main campus)
- South Plainfield, NJ (branch of Everest Institute, Southfield, MI)

### Everest University
- Tampa (Brandon), FL (additional location of Everest University, North Orlando, FL)
- Jacksonville, FL (additional location of Everest University, North Orlando, FL)
- Lakeland, FL (additional location of Everest University, North Orlando, FL)
- Largo, FL (additional location of Everest University, North Orlando, FL)
- Melbourne, FL (additional location of Everest University, North Orlando, FL)
- North Orlando, FL (main campus)
- Orange Park, FL (additional location of Everest University, North Orlando, FL)
- Pompano Beach, FL (additional location of Everest University, North Orlando, FL)
- South Orlando, FL (additional location of Everest University, North Orlando, FL)
- Tampa, FL (additional location of Everest University, North Orlando, FL)
| Woodbridge, VA (additional location of Everest College, Seattle, WA) |
| Everest Institute |
| Austin, TX (branch of Everest Institute, Southfield, MI) |
| Bensalem, PA (additional location of Everest College, Seattle, WA) |
| Chelsea, MA (additional location of Everest Institute, Southfield, MI) |
| Cross Lanes, WV (main campus) |
| Dearborn, MI (branch of Everest Institute, Southfield, MI) |
| **WyoTech** |
| Blairsville, PA (branch of WyoTech, Laramie, WY) |
| Daytona Beach, FL (main campus) |
| Laramie, WY (main campus) |
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

ADDENDUM, Effective January 1, 2015: The following highlighted books, supplies and equipment cost has been updated to the table below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Accounting</td>
<td>36 Weeks</td>
<td>54</td>
<td>$2,078</td>
<td>$16,023</td>
<td>$18,101</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 Weeks</td>
<td>48</td>
<td>$929</td>
<td>$16,675</td>
<td>$17,604</td>
</tr>
<tr>
<td>Electrician</td>
<td>36 Weeks</td>
<td>59</td>
<td>$2,489</td>
<td>$17,191</td>
<td>$19,680</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>42 Weeks</td>
<td>58</td>
<td>$1,568</td>
<td>$16,995</td>
<td>$18,563</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 Weeks</td>
<td>54</td>
<td>$1,324</td>
<td>$14,728</td>
<td>$16,052</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 Weeks</td>
<td>41</td>
<td>$1,691</td>
<td>$16,504</td>
<td>$18,195</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 Weeks</td>
<td>60</td>
<td>$1,954</td>
<td>$18,334</td>
<td>$20,288</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 Weeks</td>
<td>48</td>
<td>$77</td>
<td>$16,664</td>
<td>$17,641</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 Weeks</td>
<td>48</td>
<td>$943</td>
<td>$16,664</td>
<td>$17,607</td>
</tr>
</tbody>
</table>

Effective January 1, 2015

ADDENDUM, effective December 17, 2014: The following highlighted calendar date has been updated:

<table>
<thead>
<tr>
<th>Holiday/Student Break</th>
<th>Start Dates</th>
<th>End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Break</td>
<td>12/24/2014</td>
<td>1/1/2015</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>1/19/2015</td>
<td>1/19/2015</td>
</tr>
<tr>
<td>Presidents Day</td>
<td>2/16/2015</td>
<td>2/16/2015</td>
</tr>
<tr>
<td>Student Break</td>
<td>4/23/2015</td>
<td>4/24/2015</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/25/2015</td>
<td>5/25/2015</td>
</tr>
<tr>
<td>Student Break</td>
<td>5/26/2015</td>
<td>5/26/2015</td>
</tr>
<tr>
<td>Student Break</td>
<td>6/24/2015</td>
<td>6/24/2015</td>
</tr>
<tr>
<td>Independence Day</td>
<td>7/3/2015</td>
<td>7/3/2015</td>
</tr>
<tr>
<td>Student Break</td>
<td>7/6/2015</td>
<td>7/6/2015</td>
</tr>
<tr>
<td>Labor Day</td>
<td>9/7/2015</td>
<td>9/7/2015</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>11/26/2015</td>
<td>11/27/2015</td>
</tr>
</tbody>
</table>
ADDENDUM, effective November 10, 2014: The following Academic Progress Plan language has been updated in the catalog:

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

ADDENDUM, effective November 1, 2014: The following highlighted books, supplies and equipment cost has been updated to the table below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Accounting</td>
<td>36 Weeks</td>
<td>54</td>
<td>$2,082</td>
<td>$16,023</td>
<td>$18,105</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 Weeks</td>
<td>48</td>
<td>$949</td>
<td>$16,675</td>
<td>$17,624</td>
</tr>
<tr>
<td>Electrician</td>
<td>36 Weeks</td>
<td>59</td>
<td>$2,883</td>
<td>$17,191</td>
<td>$20,074</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>42 Weeks</td>
<td>58</td>
<td>$1,557</td>
<td>$16,995</td>
<td>$18,552</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 Weeks</td>
<td>54</td>
<td>$1,334</td>
<td>$14,728</td>
<td>$16,062</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 Weeks</td>
<td>41</td>
<td>$1,692</td>
<td>$16,504</td>
<td>$18,196</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 Weeks</td>
<td>60</td>
<td>$1,958</td>
<td>$18,334</td>
<td>$20,292</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 Weeks</td>
<td>48</td>
<td>$77</td>
<td>$16,664</td>
<td>$16,741</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 Weeks</td>
<td>48</td>
<td>$946</td>
<td>$16,664</td>
<td>$17,610</td>
</tr>
</tbody>
</table>

Effective November 1, 2014

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

Effective October 1, 2014, the State of New Jersey Department of Military and Veterans Affairs has extended the suspension of the approval of VA education benefits for all new enrolling students.

ADDENDUM, Effective October 2, 2014: The following ACCSC language has been added to the catalog:

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

ADDENDUM, Effective October 2, 2014: The Dream Award Program and Scholarships language has been removed from page 20 of the catalog.

ADDENDUM, Effective August 26, 2014: The following language has been added to the catalog:

Effective August 26, 2014, the State of New Jersey Department of Military and Veterans Affairs has suspended approval of VA education benefits for all new enrolling students for 30 days.

ADDENDUM, Effective July 22, 2014: The following language has been added to page 2 of the catalog under the Accreditation, Approval and Memberships section:

The Dental Assistant program Radiology Module “B” is approved by the New Jersey Radiologic Technology Board of Examiners.

PO Box 420; Mail Code 25-01
Trenton, NJ 08625-0420
www.nj.gov/dep/rpp

ADDENDUM, Effective June 24, 2014: The following grant has been added to the catalog:

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

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

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

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

**ADDENDUM, effective July 1, 2014:** The following highlighted books, supplies and equipment cost has been updated to the table below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Accounting</td>
<td>36 Weeks</td>
<td>54</td>
<td>$2,078</td>
<td>$16,023</td>
<td>$18,101</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 Weeks</td>
<td>48</td>
<td>$909</td>
<td>$16,675</td>
<td>$17,584</td>
</tr>
<tr>
<td>Electrician</td>
<td>36 Weeks</td>
<td>59</td>
<td>$2,495</td>
<td>$17,191</td>
<td>$19,686</td>
</tr>
<tr>
<td>IT Support Specialist</td>
<td>42 Weeks</td>
<td>58</td>
<td>$1,532</td>
<td>$16,995</td>
<td>$18,527</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>36 Weeks</td>
<td>54</td>
<td>$1,325</td>
<td>$14,728</td>
<td>$16,053</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>33 Weeks</td>
<td>41</td>
<td>$1,703</td>
<td>$16,504</td>
<td>$18,207</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 Weeks</td>
<td>60</td>
<td>$1,971</td>
<td>$18,334</td>
<td>$20,305</td>
</tr>
<tr>
<td>Medical Insurance Billing and Coding</td>
<td>33 Weeks</td>
<td>48</td>
<td>$77</td>
<td>$16,664</td>
<td>$17,741</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 Weeks</td>
<td>48</td>
<td>$943</td>
<td>$16,664</td>
<td>$17,607</td>
</tr>
</tbody>
</table>

**Effective July 1, 2014**

**ADDENDUM, effective May 30, 2014:** The following Refund language has been updated in the catalog.

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

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

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.
ADDENDUM, effective April 9, 2014: The following calendars have been updated:

<table>
<thead>
<tr>
<th>Start Dates</th>
<th>End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/26/2014</td>
<td>7/25/2014</td>
</tr>
<tr>
<td>7/29/2014</td>
<td>8/22/2014</td>
</tr>
<tr>
<td>8/29/2014</td>
<td>9/22/2014</td>
</tr>
<tr>
<td>9/23/2014</td>
<td>10/20/2014</td>
</tr>
<tr>
<td>10/21/2014</td>
<td>11/17/2014</td>
</tr>
<tr>
<td>11/18/2014</td>
<td>12/17/2014</td>
</tr>
<tr>
<td>12/19/2014</td>
<td>1/27/2015</td>
</tr>
<tr>
<td>1/28/2015</td>
<td>2/25/2015</td>
</tr>
<tr>
<td>2/26/2015</td>
<td>3/25/2015</td>
</tr>
<tr>
<td>3/26/2015</td>
<td>4/22/2015</td>
</tr>
<tr>
<td>4/27/2015</td>
<td>5/22/2015</td>
</tr>
<tr>
<td>6/29/2015</td>
<td>7/24/2015</td>
</tr>
<tr>
<td>7/27/2015</td>
<td>8/21/2015</td>
</tr>
<tr>
<td>8/24/2015</td>
<td>9/21/2015</td>
</tr>
<tr>
<td>9/22/2015</td>
<td>10/19/2015</td>
</tr>
<tr>
<td>10/20/2015</td>
<td>11/16/2015</td>
</tr>
<tr>
<td>11/17/2015</td>
<td>12/16/2015</td>
</tr>
<tr>
<td>12/17/2015</td>
<td>1/25/2016</td>
</tr>
</tbody>
</table>

ADDENDUM, effective April 1, 2014: The following highlighted books, supplies and equipment cost has been updated to the table below.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Books, Supplies and Equipment</th>
<th>Tuition</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Accounting</td>
<td>36 Weeks</td>
<td>54</td>
<td>$2,129</td>
<td>$16,023</td>
<td>$18,152</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>33 Weeks</td>
<td>48</td>
<td>$989</td>
<td>$16,675</td>
<td>$17,664</td>
</tr>
<tr>
<td>Electrician</td>
<td>36 Weeks</td>
<td>59</td>
<td>$2,427</td>
<td>$17,191</td>
<td>$19,618</td>
</tr>
<tr>
<td>IT Support Specialist</td>
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<td>$1,503</td>
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<td>$18,498</td>
</tr>
<tr>
<td>Massage Therapy</td>
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<td>$1,359</td>
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</tr>
<tr>
<td>Medical Administrative Assistant</td>
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<td>$16,504</td>
<td>$18,242</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41 Weeks</td>
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<td>$1,898</td>
<td>$18,334</td>
<td>$20,232</td>
</tr>
<tr>
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<td>33 Weeks</td>
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<td>$18,644</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>33 Weeks</td>
<td>48</td>
<td>$1,002</td>
<td>$16,664</td>
<td>$17,666</td>
</tr>
</tbody>
</table>

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

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

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

ADDENDUM, effective February 28, 2014: The following language has been updated to the “Statement of Non-Discrimination” (under Administrative Policies) section on page 20 of the catalog.

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

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

■ ADDENDUM, effective February 28, 2014: The following language has been updated under Administrative Policies section on page 21 of the catalog.

ADDED:

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

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

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

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

REMOVED:

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

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in
Everest Institute
South Plainfield Campus
2014-2016 catalog, revision date 1/15/16
Addendum

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

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

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

■ ADDENDUM, effective February 28, 2014: The following language has been updated on page 12 of the catalog.

ADDED:

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

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

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

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

REMOVE:

LEAVE OF ABSENCE POLICY

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

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