

## REMINGTON COLLEGE-BATON ROUGE CAMPUS INSTITUTIONAL INFORMATION

### COST OF ATTENDING THE INSTITUTION

The cost of attending the Campus varies depending on the program of study selected, as well as the amount of transfer credits, if any. Below is a breakdown of tuition costs for each program of study, which includes the costs of all required textbooks and course/lab materials. Students may also be required to spend a nominal amount for writing supplies (pen, pencil, paper, etc.). In addition to the tuition charges listed below, students will also be charged a \$50.00 application fee during the enrollment process. Further, based information gathered from a student survey (completed February 5, 2009), the estimated average monthly cost of transportation for students is \$361.00.

Program	Tuition
Medical Assisting Diploma Program	\$14,695.00
Medical Billing and Coding Diploma Program	\$14,695.00
Pharmacy Technician Diploma Program	\$14,695.00
Cosmetology Diploma Program	\$22,900.00
Business Office Management Associate of Science Degree Program	\$30,900.00
Computer and Network Administration Associate of Science Degree Program	\$30,900.00
Criminal Justice Associate of Science Degree Program	\$30,900.00

### TRANSFER CREDIT FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

The Campus may accept transfer credits (if the credits to be transferred are semester credit hours, then they will be converted to quarter credit hours at the rate of one semester credit hours equals one and one-half quarter credit hours) for degree programs only from certain accredited colleges and universities. Transfer credits will be accepted for degree and diploma programs from other Remington Colleges. Credits are accepted on the basis of applicability to the chosen program of study and are accepted at the discretion of the Director of Education of the Campus or the Campus President. Appeals of decisions regarding transfer credits may be directed to the Chief Academic Officer for all Remington Colleges (or his/her designee). For transfer credits to be considered acceptable, students must have an official transcript sent directly to the Campus from the college or university that awarded the credit.

Credits earned at other accredited colleges or universities will be examined to determine whether the course the credit was earned in are comparable in level, credit(s) awarded, content and objectives to the course offered by the Campus for which credit is sought. Transfer credits will not be accepted unless the student obtained a minimum grade of "C." Transfer credits must be accepted by the Director of Education of the Campus or the Campus President no later than the end of the drop/add period of the first term in which the student is enrolled (See Activation Policy section for information about the drop/add period). Each course transferred from any college other than a Remington College will be posted to the student's academic transcript as a "TR." Each course transferred from another Remington College will be posted to the student's academic transcript as a "TR-A," "TR-B," and "TR-C;" the A, B, or C indicates the grade the student received at the other Remington College. It is the responsibility of the student to verify whether transfer credits have been accepted by the Campus and a student should not assume that any transfer credits will be accepted by the Campus.

If a student has transfer credits that have been accepted by the Campus, and then elects to attend the class, the student will be charged for the class, and the grade earned will be included in computing the student's grade point average.

No more than 50% of a degree program's total required credit hours to graduate may be fulfilled with transfer credits, unless the transfer of credit is from one Remington College campus to another, in which case more than 50% may be transferred. Certain state regulations may restrict the number of credit hours that may be transferred into certain programs.

For students transferring from one Remington College campus to another Remington College campus, all applicable classes and grades must be transferred to accurately calculate the Cumulative Grade Point Average.

### TRANSFER CREDIT FOR THE COSMETOLOGY PROGRAM

The Campus may accept transfer credits from Cosmetology diploma programs offered at another Remington College. Transfer credits will not be accepted from any other educational institution. It is the responsibility of the Student to verify whether Transfer credits have been accepted by the Campus and a Student should not assume that any credits from another Remington College have been accepted by the Campus. If a student has Transfer credits that have been accepted

by the Campus, and then elects to attend the class, the student will be charged for the class, and the grade earned will be included in computing the student's grade point average.

For credits to be accepted, students must have an official transcript sent directly from the Remington College that awarded the credit to the Campus registrar. Transfer credits will not be accepted unless the student obtains a minimum grade of "C." Transfer credits must be accepted by the Director of Education of the Campus no later than the end of the drop/add period of the first term in which the student is enrolled. Each course transferred from another Remington College will be posted to the student's academic transcript as a "TR-A," "TR-B," and "TR-C," the A, B, or C indicates the grade the student received at the other Remington College.

### **TRANSFER OF CREDIT POLICY FOR RECIPIENTS OF VETERAN'S BENEFITS (GI BILL)**

Students receiving veteran's education benefits must have an official transcript or a notarized equivalent from each previous postsecondary institution attended sent to the Campus by the end of the activation period to have credits earned at another institution considered for transfer. In extenuating circumstances, the Chief Academic Officer for all Remington Colleges may extend the period of time allowed to provide the documentation. However, in no event shall the extension be granted beyond 30 days from the first day of scheduled classes. Additionally, veterans must provide the institution a copy of their DD 214 Certificate of Release or Discharge from Active Duty. These documents will be evaluated, and the student will be given credit for those credits found to be acceptable for transfer to the student's assigned program and the credits transferred will be reported to the U.S. Department of Veterans Affairs.

### **LIMITATIONS ON TRANSFERABILITY OF CREDITS TO NON-AFFILIATED EDUCATIONAL INSTITUTIONS**

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the "accepting institution." The Campus has no ability to influence whether a non-affiliated college or educational institution will accept the transfer of credits from the Campus. Accordingly, the Campus does not make any representation that credits from the Campus will be transferable to any non-affiliated college or educational institution, nor is any representative of the Campus authorized to make any such representation or promise of transferability.

The Campus offers programs that are career-focused. The courses that comprise the programs are designed to offer training considered to be required or desired for a specific career. Accordingly, the courses may be very different from courses that might be offered by an educational institution that offers more traditional, and therefore, more generalized education.

The student is advised that the Campus accepts no liability if credits earned at the Campus will not transfer to another educational institution, except that such credits may be accepted by other Remington Colleges. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Prospective students are advised not to attend this Campus if their intention is to obtain credits for the purpose of transferring those credits to a non-affiliated educational institution. The Campus does not promise, represent or guarantee that credits from the Campus will transfer to any non-affiliated college or educational institution.

As described in the College Catalog, the Campus is a member of a group of affiliated campuses. Each of the affiliated campuses accepts transfer credits from other affiliated campuses to the extent that the receiving campus offers identical or substantially similar programs or courses.

While some non-affiliated educational institutions may accept the transfer of credits from the programs offered by the Campus, students and prospective students should assume that credits from the Campus will not transfer to non-affiliated educational institutions. The Application and Enrollment Agreement contains language advising students that credits from the Campus are not likely to be accepted by non-affiliated educational institutions and that the Campus accepts no liability related thereto. Please contact the listed educational institution to determine what, if any, credits earned at or offered by the Campus are transferrable.

Notwithstanding the foregoing, the Campus has established articulation agreements with the following educational institutions to accept certain credits from programs offered by the Campus: University of Phoenix.

### **ACTIVATION**

In order to be activated (to officially become a student), applicants must meet the minimum requirements as set forth below. Applicants who do not meet the activation criteria will be canceled.

#### **CRITERIA FOR ACTIVATION**

- a) Satisfy the requirements for admissions,
- b) Complete an in-person admissions interview with an Admissions Administrator or other designated campus official (For quality control purposes this interview may be electronically monitored or recorded.),
- c) Satisfy the attendance requirements as set forth below.

In addition to the above, the criminal background check performed on Pharmacy Technician applicants must reflect no prior criminal history or the activation must be approved by the Chief Academic Officer (or his/her designee) for all Remington Colleges.

#### **Activation Period**

For each term, the activation period begins the first day classes are scheduled and ends at the close of the last day of scheduled classes in the second week of the term in which the applicant begins classes. Any exceptions to the activation deadline must be approved by the Chief Academic Officer (or his/her designee) for all Remington Colleges.

#### **Attendance Requirements**

##### ***For Programs Other than the Cosmetology Program***

- All applicants, including former students who are applying to re-enroll, (other than applicants for the cosmetology program) must have positive attendance recorded in at least one class on the first day of the term in which the applicant begins classes.
- In addition to positive attendance on day one of the term in which the applicant begins classes, all applicants, including former students who are applying to re-enroll, must have (i) positive attendance recorded on 50% of the days classes are scheduled for the second week of the term and (ii) positive attendance recorded on 50% of the days classes are scheduled for the first two weeks of the term.

##### ***For the Cosmetology Program***

- All applicants for the cosmetology program, including former students who are applying to re-enroll, must have positive attendance recorded in at least one class on the first day of the term in which the applicant begins classes.
- In addition to positive attendance on day one of the term in which the applicant begins classes, all applicants, including former students who are applying to re-enroll, must have 55 clock hours of attendance recorded during the first two weeks of the term.

In the event any scheduled classes are canceled due to weather or other reasons during the first two weeks of the term, the Master Registrar of Remington Administrative Services, Inc. and the Campus President shall determine the percentage of class attendance required for activation for the term in which the cancellations occurred.

Applicants who have not met the criteria set forth above can be activated only with written approval (waiver) from the Chief Academic Officer of Remington Administrative Services, Inc., or his designee.

#### **PROCEDURES-DROP/ADD PERIOD**

The drop/add period is the same as the activation period, and is the same for all programs.

#### **Adding or Dropping Courses**

Students may add a course(s) during the drop/add period. Courses may be dropped during the drop/add period and no grade will be recorded and no tuition will be charged. Students may drop courses after the drop/add period, however, a grade will be recorded and tuition will be charged. Students who drop or are dropped from a course(s) after the drop/add period will receive the following grade(s):

- A "W" if before 50% of grading period is completed.
- A "W" if passing at any point in the grading period.
- An "F" if failing after 50% of grading period.
- For externship courses only, an "F" if the externship is not successfully completed.

#### **WITHDRAWAL FROM A COURSE**

Students may officially withdraw from a course at any time by notifying the Director of Education in writing of their intent to withdraw. Students who withdraw (voluntarily or involuntarily) from a course after the drop/add period will be assigned the following grade(s):

- A "W" if before 50% of grading period is completed.

- A “W” if passing at any point in the grading period.
- An “F” if failing after 50% of grading period.
- For externship courses only, an “F” if the externship is not successfully completed.

## **RIGHT TO CANCEL THE APPLICATION AND ENROLLMENT AGREEMENT AND TO RECEIVE A REFUND OF ALL PAYMENTS**

Students may cancel their Application and Enrollment Agreement with the Campus without penalty and terminate their obligations by notifying the Campus in writing prior to midnight of the third business day after the Application and Enrollment Agreement is signed by the student.

If the student has not visited the Campus prior to execution of an Application and Enrollment Agreement, the student may cancel the Application and Enrollment Agreement without penalty and terminate the obligations hereunder within three business days following the earlier of (a) a regularly scheduled orientation or (b) a tour of the Campus facility and inspection of equipment.

If the student gives the required notice of cancellation (as described below), all payments made by the student pursuant to the Application and Enrollment Agreement will be returned within 30 days from the receipt of student’s written notice of cancellation.

To be effective, student’s notice of cancellation must be in writing and mailed or delivered to the Campus President.

## **RETURN OF MONIES PAID AS TUITION IF APPLICANT IS NOT ACTIVATED**

If an applicant does not attend enough classes to be activated as a student or otherwise fails to meet the criteria for activation, the applicant will not be charged any tuition, and any monies previously paid as tuition will be refunded. The Campus will make any refund to which a student may be entitled under this section within 30 days of the student’s enrollment being cancelled.

## **EXIT CALCULATION AND REFUND POLICIES**

Information regarding any applicable third party funding agency refund or return of funds policies (e.g., Title IV, Veterans Administration, WIA, etc.) may be obtained from the Campus Student Finance Department.

The following is a brief and general explanation of rules, regulations and policies applicable to the making of the Exit Calculation. In the event that any conflict exists between this explanation and the rules, regulations and policies applicable to the various financial aid programs, such rules, regulations and policies as modified and amended from time to time shall be applied. This explanation is not intended to be a complete and thorough explanation of all of the applicable components of the Exit Calculation, and should not be relied upon as such by any prospective student, applicant, or student. In the simplest terms, the Exit Calculation and refund process consists of four steps:

- 1) Computing the amount of tuition that a student is charged for a payment period in which the student drops or is dropped in accordance with the state refund policy as set forth below. (The method of determining the official date of termination is the date the student notified the Campus he/she was dropping or the last date the student attended class.)
- 2) Determining what, if any, amounts from financial aid and/or other financial assistance programs are required to be returned to the fund sources. For a discussion of amounts required to be returned under Return of Title IV Funds regulations see “Return of Title IV Funds” section below.
- 3) Adjusting the student’s account based on the calculations of (1) and (2), making the appropriate refunds, if any, based on the calculations of (1) and (2) and determining whether the student owes the Campus any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student’s account) after applying any additional institutional and non-institutional charges, including any prior year balances, against the credit balance.
- 4) Refunding any credit balance to the student’s lenders (see Refund Distribution Order for the Return of Title IV Funds section).

## RETURN OF TITLE IV FUNDS FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

Up through the point in time when 60% of the calendar days in a "payment period," i.e. "quarter" has passed, a pro rata schedule is used to determine how much Title IV financial aid program funds "Title IV Funds" the student has "earned" (is entitled to retain) at the time the student drops or is dropped. After the 60% point, a student has "earned" 100% of the program funds.

For purposes of calculating any required return of Title IV Funds, the percentage of the payment period completed is the total number of calendar days in the payment period for which the assistance is awarded divided into the number of calendar days that have occurred in that period as of the day the student withdrew. "Calendar days" for these purposes is something of a term of art, and will be interpreted in accordance with applicable regulations, which may not represent the actual number of pure calendar days in every case. For example, scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that period (numerator).

## RETURN OF TITLE IV FUNDS FOR THE COSMETOLOGY PROGRAM

Once 60% of the scheduled clock hours in a payment period have occurred, the student has "earned" (is entitled to retain) 100% of the Title IV funds for the payment period. If less than 60% of the clock hours in a payment period have occurred, then a pro-rata schedule is used to determine the amount of Title IV funds the student is entitled to retain at the time the student drops or is dropped.

For purposes of calculating any required return of Title IV funds, the percentage of a payment period completed is the amount of clock hours scheduled to be completed from the beginning of a payment period until the student's last date of attendance divided by the total number of clock hours in the payment period for which the financial aid is awarded.

## REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS

Refunds of unearned tuition payments will be made first to government agencies or lending institutions funding the student's financial aid. Refunds of Title IV funds will be made in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Direct Stafford loans (other than PLUS loans)
- 4) Subsidized Direct Stafford loans
- 5) Perkins loans
- 6) Federal PLUS loans
- 7) Direct PLUS loans
- 8) Federal Pell Grants for the payment period for which a return of funds is required
- 9) Academic Competitiveness Grant (ACG)
- 10) National SMART Grant
- 11) Federal Supplemental Educational Opportunity Grants ("FSEOG") for the payment period for which a return of funds is required
- 12) Other assistance under this Title for which a return of funds is required (e.g. LEAP)
- 13) Alternative Loans (non-Title IV Funds)
- 14) Student

## LOUISIANA DEGREE PROGRAM REFUND POLICY TABLE

If the student withdraws:	The student owes:
During the first 10 days of period of obligation	25% of period tuition cost plus fees*
Day 11-24 of period of obligation	50% of period tuition cost plus fees*
Day 25 through end of period of obligation	100% of period tuition cost plus fees*

## LOUISIANA DIPLOMA PROGRAM REFUND POLICY TABLE

If the student withdraws:	The student owes:
During the first week of classes of the period of obligation	10% of period tuition cost plus fees*
During the next three weeks of period of obligation	25% of period tuition cost plus fees*
During the first 25% of the period of obligation	45% of period tuition cost plus fees*
During the second 25% of the period of obligation	70% of period tuition cost plus fees*
After 50% of the period of obligation	100% of period tuition cost plus fees*

\*The fees include any fees included on the front of the enrollment agreement and any administrative fee. For the medical assistant program, the registration fee, application fee, and administrative fee are one and the same. This fee cannot exceed \$150.00.

### **RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION**

Upon graduation, if a credit balance still exists, the credit balance will be used to cover any additional institutional and non-institutional charges, including but not limited to current and/or prior year balances. Any amount remaining at that point will be refunded in the same order as described above under the Exit Calculation and Refund Policies.

### **RETURN OF TITLE IV (SFA PROGRAM) FUNDS FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM**

The Higher Education Amendments of 1998 require that if a recipient of Student Financial Aid Program ("SFA Program") assistance withdraws from a Campus during a "payment period," i.e. "quarter," or a period of enrollment in which the recipient began attendance, the Campus must calculate the amount of SFA Program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the day the student withdrew.

\*Scheduled breaks of at least five consecutive class days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

### **RETURN OF TITLE IV (SFA PROGRAM) FUNDS FOR THE COSMETOLOGY PROGRAM**

The Higher Education Amendments of 1998 require that if a recipient of Student Financial Aid Program ("SFA Program") assistance withdraws from a Campus during a "payment period," i.e., "500 clock hours," or a period of enrollment in which the recipient began attendance, the Campus must calculate the amount of SFA Program assistance the student did not earn, and those funds must be returned. Once 60% of the scheduled clock hours in a payment period have occurred, the student has "earned" (is entitled to retain) 100% of the SFA Program funds for the payment period. If less than 60% of the clock hours in a payment period have occurred, then a pro-rata schedule is used to determine the amount of SFA Program funds the student is entitled to retain at the time of withdrawal.

The percentage of the payment period or period of enrollment completed is the amount of clock hours scheduled to be completed from the beginning of a payment period until the student's last date of attendance divided by the total number of clock hours in the payment period for which the financial aid is awarded.

### **RETURN OF UNEARNED SFA PROGRAM FUNDS**

The Campus must return the lesser of:

- The amount of SFA Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA Program funds in accordance with the terms of the loan; and
- The remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

### **RETURN OF UNEARNED SFA PRIORITY**

Refunds to Title IV programs will be made in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Direct Stafford loans (other than PLUS loans)
- 4) Subsidized Direct Stafford loans
- 5) Perkins loans
- 6) Federal PLUS loans
- 7) Direct PLUS loans
- 8) Federal Pell Grants for the payment period for which a return of funds is required

- 9) Federal Supplemental Educational Opportunity Grants (FSEOG) for the payment period for which a return of funds is required
- 10) Other assistance under this Title for which a return of funds is required (e.g. LEAP)
- 11) Alternative Loans
- 12) Student

#### **DETERMINATION OF STUDENT BALANCES**

As a result of the return of Title IV funds calculation, in some circumstances, funds previously received on behalf of the student may be required to be returned to grantors or lenders. **This can result in the student owing a balance to the Campus even though the student's account might have shown no balance due while the student was still attending.** As set forth in the Application and Enrollment Agreement, the student is responsible for any balance owed the Campus, and the Campus is responsible for the payment of any refunds.

#### **STATE REFUNDS**

Once the return of Title IV funds calculation is made and the unearned portion, if applicable, is returned to the lender, then the state refund policy may be applied, if applicable.

#### **POST-WITHDRAWAL DISBURSEMENTS**

If a student is eligible for a post-withdrawal disbursement, a letter will be mailed identifying the source and the amount of the Title IV aid. The student will have 14 days in which to decline to accept the disbursement. If there is no response, the funds will be returned to the appropriate funding source. The return of these funds will not reduce the obligation of the student to the Campus for any unpaid tuition.

#### **RETURN OF ADDITIONAL FUNDS**

Upon graduation, if a credit balance still exists, the refund shall be made to the funds in accordance with the Return of Title IV Funds Distribution Order.

If the student withdraws from the Campus, and after the return of Title IV calculation has been applied, any credit balance remaining will be used to cover any additional institutional and non-institutional charges including but not limited to current and/or prior year balances. Any credit balance remaining on the student's account will be refunded in accordance with the Return of Title IV Funds Distribution Order.

## **FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE**

### **GENERAL INFORMATION**

Financial aid, as the term is used in this document, means funds made available to assist students through governmental programs. Financial assistance means non-governmental sources of funds made available to assist students.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend college. Eligibility for financial aid is determined by the department or agency responsible for administration of the financial aid program, for example, the United States Department of Education ("USDE") administers the Title IV financial aid programs. This Campus participates in the Title IV programs, but it does so only to assist students in obtaining financial aid available under the Title IV programs. The Campus has no role in determining whether a student is eligible for financial aid.

Applications for financial aid are accepted at any time, and students are encouraged to apply in advance of the beginning of their program and academic years in order to allow adequate time for the USDE to determine the amount of financial aid, if any, that the student is eligible to receive. Students may only apply for, be accepted in, be actively registered in, and receive financial aid for one program at a time.

Students can contact the Director of Student Finance at 225-236-3215 for assistance in obtaining financial aid information.

### **FINANCIAL NEED, EXPECTED FAMILY CONTRIBUTION ("EFC"), AND ELIGIBILITY AMOUNT**

A student's financial need is used to determine what financial aid a student may be eligible to receive under the financial aid programs administered by the USDE. Financial need is the difference between the costs of attendance (as defined by the regulations governing the financial aid program), less the financial resources available to the student. The costs of attendance include tuition and fees, and may include other costs such as books, supplies, room and board, personal expenses, and related expenses of the students' dependents, if any.

The EFC is a measure of the students financial strength and indicates how much of the students and the students family financial resources (for dependent students) should be available to help pay for educationally related expenses. The EFC is calculated from the information students report on the FAFSA and according to a formula established by law. The student's family income (taxable and untaxed) and assets are considered in determining the EFC. Family size and the number of family members who will be attending college are also considered.

The Campus will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to the Campus by the student or the student's parents. The Campus cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year.

**The Campus makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, a student may receive is made by the USDE, and the Campus does not have any influence over that determination. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs.**

### **TITLE IV AWARDS**

All Title IV financial aid awards are made for one financial aid award year or less. The amount of financial aid a student is eligible to receive can change each financial aid award year. To continue eligibility for Title IV financial aid, a student must submit all required financial aid documents each financial aid award year, continue to demonstrate financial need, and:

- 1) Remain in good standing with the Campus,
- 2) Maintain Satisfactory Academic Progress ("SAP"), and
- 3) Not have a drug-related criminal conviction which renders them ineligible.

### **FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES**

#### **STUDENT ELIGIBILITY**

In order to receive aid from Federal Student Aid Programs, students must meet certain criteria as noted below:

#### **Financial Need**

Except for some loan programs, students must show that they have financial need according to the USDE requirements. See Financial Need and Expected Family Contribution section of the College Catalog for further information on this topic.

#### **Education Requirements**

- Must demonstrate by one of the following means that they are qualified to enroll (and therefore may be eligible) for Federal Student Aid (FSA) Programs:
  - Have a high school diploma or General Educational Development (GED) certificate;
  - Pass an approved ability-to-benefit (ATB) test;
  - Meet other standards a specific state has established and has been approved by the USDE;
  - Complete a high school education in a home school setting approved under state law.
- Must be enrolled or accepted for enrollment in an eligible program at an eligible institution.
- Must meet satisfactory academic progress standards established by the institution.

#### **Legal and Other Requirements**

- Must be a U.S. Citizen or eligible non-citizen.
- Must have a valid Social Security number (SSN), unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.
- Must have certified when applying for FSA that these funds will be used for educational purposes only, and that there is no current default on a federal student loan, and that no refund is due on a federal student grant.
- Must comply with Selective Service registration. If the student is a male aged 18 through 25 and has not registered, the student can (at the same time the FAFSA is completed) give the Selective Service System permission to register by means of completing the FAFSA. Students can also register for Selective Service online at [www.sss.gov](http://www.sss.gov).
- Generally, must not have been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving FSA funds.
- Must not be incarcerated in a federal or state penal institution.



Application for Title IV financial aid and the determination of whether an applicant qualifies for such financial aid and the amount thereof involves the following procedures:

#### **COMPLETION OF APPLICATION**

The applicant must complete the Free Application for Federal Student Aid ("FAFSA") and provide any additional required documents or information for each financial aid award year of their enrollment. All Title IV financial aid awards are made for one financial aid award year or less, and eligibility determinations for Title IV financial aid awards are made each award year. Continuation of financial aid awards is contingent upon continued government funding of financial aid programs and student eligibility for such programs.

#### **DETERMINATION OF NEED, COST OF ATTENDANCE, AND ELIGIBILITY AMOUNT**

Congress has established a formula that calculates the amount of Title IV financial aid a student is eligible to receive. A student's Title IV financial aid may not exceed the "cost of attendance" as defined by applicable Title IV regulations. The information contained in the FAFSA will be used to make this calculation. The Campus will provide the student with a preliminary estimate of the Title IV financial aid the student may be eligible to receive. This preliminary estimate will be based on the information provided to the Campus by the student or the student's parents. The Campus cannot assure the student that the estimates provided will be the amount the student is ultimately determined to be eligible to receive. The failure of the student or student's parent to provide any required or requested information necessary to make an application for or to receive financial aid could prevent the student from receiving such financial aid. The amount of financial aid a student is eligible to receive can change each academic or financial aid award year. The Campus makes no guarantee of the amount of financial aid a student will receive, if any. The determination of whether a student is eligible to receive and the amount of such aid, if any, that a student may receive, is made by the USDE, and the Campus does not have any influence over that determination.

#### **VERIFICATION**

- All applicants are subject to being selected by the USDE for verification and, if selected, will be required to submit the information necessary to verify their eligibility to receive Title IV financial aid.
- Selected applicants must submit the information required to complete their verification no later than 14 days of notification. Applicants who have been selected for verification will be notified by the Student Finance Department.
- If the applicant or student fails to provide required documentation within the established time frame, then the applicant or student may be treated as a student not eligible for Title IV funds. In such event, the Campus may require the student to pay the current amount owed to the Campus, and the student's failure to make such payments may result in the student being dropped.
- Students will be notified by mail of the results of verification if it results in a change of the student's scheduled award.
- If there is reason to believe the student is attempting to engage in financial aid fraud, the student will be reported to the Regional Office of the Inspector General or the USDE, or if appropriate, the state or local law enforcement agency having jurisdiction to investigate the matter. Criminal referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- No disbursements of Title IV financial aid will be made prior to the completion of verification.

#### **ENTRANCE AND EXIT INTERVIEW AND LOAN NOTIFICATION**

The USDE requires that any students receiving a Federal Direct or Federal Family Educational Loan be notified that their funds have been received by the Campus.

The USDE requires that students withdrawing or graduating receive exit counseling. A representative of the Campus will conduct exit counseling with each student who withdraws or graduates either by telephone, mail, or by other electronic communication. The purpose of exit counseling is to inform the student of the amount of loans the Campus has received on behalf of the student while the student was enrolled at the Campus, any refunds that may have been or will be made, and the estimated repayment schedule for the student's loans.

#### **TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY**

##### **FEDERAL PELL GRANT**

This grant is designed to assist students in need and who desire to continue their education beyond high school. Federal Pell Grants are awarded by the USDE to undergraduate students who have not earned a bachelor or professional degree. The amount of the grant is determined by a standard formula and calculated by the USDE. The amount of the grant available to the student, if any, will depend on the Expected Family Contribution ("EFC") and the cost of attendance.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT ("FSEOG")**

This grant is available to students with low EFC's. The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

### **ACADEMIC COMPETITIVENESS ("AC") GRANT AND NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT ("SMART") GRANT**

On February 8, 2006, President Bush signed into law two new student grant programs: the Academic Competitiveness (AC) Grant and the National Science and Mathematics Access to Retain Talent (SMART) Grant, which were created by the Higher Education Reconciliation Act of 2005. In addition to the Pell Grant amount, up to \$750 will be awarded to eligible first-year AC Grant students and up to \$1,300 to eligible second-year AC Grant students. Up to \$4,000 will be awarded to eligible National SMART Grant students for each year in addition to Pell Grant amounts. Students can go to <http://www.federalstudentaid.ed.gov> to learn more about these new student aid grant programs. At this point Remington College does not offer any programs that would qualify for a SMART grant. General eligibility guidelines for the ACG grant are as follows:

- Must be a US Citizen
- Must be a Federal Pell Recipient (Pell Eligible Student)
- Must be a first or second year student in a two-year Associate Degree Program
- Must be enrolled full-time in a **two-year Associate Degree Program**
- Must have a 3.0 GPA from High School to be eligible the first year
- Must have a 3.0 GPA at the end of the first year at the Campus to be eligible for the second year
- Must have completed a rigorous secondary school program of study, which is defined by each state and the USDE. Characteristics of a rigorous secondary school program of study are noted below. Students are encouraged to visit and discuss specific state requirements with their appropriate state board of education.
  - 4 years of English
  - 3 years of Math (Algebra 1 and above)
  - 3 years of Science (Biology, Chemistry, Physics)
  - 3 years of Social Studies
  - 1 year of Foreign Language
- First Year students must have completed their HS after 01/01/2006
- Second Year students must have completed their HS after 01/01/2005 and have a 3.0 GPA at the end of their 1<sup>st</sup> year
- Home Schooled Students may be eligible provided they can document completion of the rigorous secondary school program of study and GPA requirements

### **FEDERAL WORK-STUDY PROGRAM ("FWS")**

The Federal Work-Study Program provides a limited number of part-time employment opportunities to eligible students to help pay the cost of their education. Applications for the FWS program may be submitted at the Campus. Eligibility is based on financial need.

### **FEDERAL SUBSIDIZED STAFFORD LOAN**

Federal Subsidized Stafford Loans are low interest loans that are made to eligible students by lenders such as banks, credit unions, or savings and loan associations, and are insured by a guarantee agency. The Subsidized Stafford Loan is awarded based on financial need. Interest charges are not incurred for amounts borrowed under the Subsidized Stafford Loan program until the student enters "repayment period," which as a general rule begins six months after the student leaves school.

### **FEDERAL UNSUBSIDIZED STAFFORD LOAN**

Federal Unsubsidized Stafford Loans are loans made to eligible students by lenders such as banks, credit unions, or savings and loan associations, and are insured by a guarantee agency. The term "unsubsidized" means that interest expense is incurred from the time advances are made under the loan, even though no payments are due until the student enters the repayment period.

### **FEDERAL PLUS LOAN**

Federal PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal PLUS loans are not based on need, but when combined with other financial resources, cannot exceed the student's cost of attendance. Repayment begins within 60 days of the final loan advance (disbursement), unless the parent qualifies for and is granted a deferment by the lender. Interest begins to accrue when disbursements are made.

- There is an origination fee charged on the loan amount at a rate determined by the regulations.

- The yearly limit on a Federal PLUS Loan is equal to the student's cost of attendance minus any other financial aid received or financial resources available.
- The parent must pass a credit check to qualify for a Federal PLUS Loan.

#### **NON-FEDERAL LOAN OPTIONS**

In addition to the federal loans referenced above, the Campus can provide students with information on other loan programs available. These loan programs, commonly referred to as "alternative loans" or "private financing," are offered by banks or other financial institutions, and eligibility determinations are made by the banks or financial institutions and are not within the control or influence of the Campus. Accordingly, the Campus cannot guarantee a student's eligibility to participate in any private financing programs.

#### **VETERAN'S BENEFITS**

The Campus is approved for veterans training. Applications for veteran's benefits may be obtained at the Campus or from the Veterans Administration ("VA"). Approval of a student's eligibility to receive any veteran's benefits is within the sole discretion of the Veterans Administration, and the Campus has no ability to influence such determinations.

#### **OTHER FINANCIAL AID PROGRAMS**

Students may also, if eligible, receive financial aid from various other state or federal agencies, departments, or programs including, but not limited to: the Bureau of Indian Affairs, the Trade Readjustment Allowances ("TRA"), the Division of Vocational Rehabilitation, or under the Workforce Investment Act ("WIA"). The Campus may be able to provide additional information about these financial aid programs. Students should thoroughly investigate the availability of other sources of financial aid or assistance and should not rely upon the Campus as being their sole source of all information regarding the availability of such programs, if any.

#### **CAREER TRAINING FOUNDATION ("CTF") "IMAGINE AMERICA" SCHOLARSHIP PROGRAM**

"Imagine America" is a scholarship program administered by CTF. CTF offers two \$1,000 scholarships to every participating high school. Participating post-secondary schools are listed in the CTF Guide to Careers in America Catalog that is available at participating high schools throughout the country. High school students may contact their high school counselor for more information on this program, or may obtain an application online at <http://www.career.org>, or from the Campus.

#### **CAMPUS HIGH SCHOOL SCHOLARSHIP PROGRAM**

The Campus offers one \$500 (for diploma programs) or one \$1,000 (for associate's degree programs) tuition credit, non-renewable, campus-funded scholarship to each participating high school in its local area which the high school can award to a current student or recent graduate who plans to attend Remington College. Scholarship recipients are selected by the high school in the spring of each year. Interested students should contact their high school counselor for information and applications. Scholarships are not transferable nor can they be exchanged for cash. The Campus may elect to discontinue the scholarship program at any time without prior notice.

#### **LOUISIANA STATE GRANT PROGRAM**

The Louisiana State Grant Program is designed to assist undergraduate students who are Louisiana residents with demonstrated financial need. An applicant must be a full-time undergraduate student in an eligible program at an eligible postsecondary institution. In order to receive a Louisiana State Grant, a student must also meet satisfactory progress requirements and have financial need. For additional requirements and information, contact the Financial Aid Office on Campus.

#### **ACCREDITATION, AFFILIATIONS AND LICENSING**

Remington College – Baton Rouge Campus:

- Is eligible for participation in Title IV programs. Financial aid is available for those who qualify.
- Is approved for the training of veteran and eligible persons under the provisions of Title 38, United States Code.
- Provides training services for vocational rehabilitation programs where available.
- Is a member of the Career College Association.

#### **ACCSC ACCREDITATION**

Remington College – Baton Rouge Campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The ACCSC is located at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, phone number (703) 247-4212. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S.

Department of Education as a national accrediting agency. All of the educational programs offered at the Campus are approved by ACCSC.

#### **STATE LICENSURE**

State licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Remington College – Baton Rouge Campus is licensed by the State of Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. Licenses are renewed by the State of Louisiana Board of Regents on an annual renewal basis for diploma programs and every two years for degree granting programs. Licensed institutions have met minimal operational standards set forth by the State of Louisiana, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization. All of the educational programs offered at the Campus, with the exception of the Cosmetology Program, are approved by the Louisiana Board of Regents. Additionally, the campus maintains a proprietary school license in order to offer diploma programs. The Cosmetology Program is licensed and regulated by the Louisiana State Board of Cosmetology.

You may obtain copies of the Campus' accreditation and/or licensing documents by contacting the Director of Education at 225-236-3200.

#### **ADMISSION OF DISABLED INDIVIDUALS**

The Campus does not discriminate against persons with disabilities that can satisfy the Campus' admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by the Campus.

#### **ACCOMMODATIONS FOR DISABLED INDIVIDUALS**

When necessary, the Campus will make reasonable accommodations to enable students with disabilities to participate in the programs offered by the Campus.

If an applicant or current student has a disability that might require an accommodation, notice must be given to the Campus so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While the Campus will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify their Admissions Representative of their disability and immediately schedule a meeting with the Campus President. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by the Campus. Some accommodations may take time to implement, and thus, applicants must give the Campus notice of their disability sufficiently in advance of their selected start date to enable the Campus to provide an accommodation timely. If the Campus does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

Students that have been attending classes and subsequently need to have a disability accommodated must notify the Director of Education at the Campus and schedule a meeting with the Campus President. The Campus President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by the Campus. Some accommodations take time to implement, and thus, students must give the Campus notice sufficiently in advance of the date when an accommodation needs to be made to enable the Campus to make an accommodation that will meet the students' needs and avoid the interruption of their participation in a program.

The Campus has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to the Campus to participate in the Campus' educational programs. The facilities physical accommodations for disabled students include, but are not limited to: disabled student parking, wheelchair ramps for access to the facility, accessibility for disabled students to classrooms, laboratories, the Information Resource Center, student break rooms, restrooms, and support services areas at the Campus. If the Campus has multiple floors either an elevator is available or classes will be taught on floors accessible by disabled students or some other accommodation will be made.

Any student with an impairment of sensory, manual, or speaking skills will be assisted with the provision of auxiliary educational aids when necessary. Auxiliary aids include interpreters or other effective methods of making orally delivered

materials available to students with hearing impairments. The Campus accepts third-party payment for auxiliary aids and services from agencies such as rehabilitation services or charitable organizations.

The use of the grievance procedure set forth in the College Catalog is also available to address the concerns and needs of disabled students. The Campus has designated the Campus President to function as the "Campus Section 504 Coordinator" to both receive discrimination complaints from disabled students and to coordinate with the Campus' Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator regarding the Campus' compliance with the Rehabilitation Act of 1973 (504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. The Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator's address is: Remington Administrative Services, Inc., 500 International Parkway, Suite 200, Heathrow, FL 32746, and the toll-free telephone number is 800-333-2755.

### **SATISFACTORY ACADEMIC PROGRESS ("SAP")**

All students must meet the Campus' standards of Satisfactory Academic Progress ("SAP"), which are minimum standards of academic achievement and successful course completion established by the Campus. SAP is the same for all students without regard to whether they receive financial assistance under Title IV, HEA programs or other financial aid and without regard to whether they are full time or part time.

SAP consists of two elements: the qualitative component and the quantitative component. The qualitative component requires certain minimum Cumulative Grade Point Averages ("CGPA") and the quantitative component requires completing the educational program within the maximum timeframe ("MTF").

The qualitative and quantitative components of SAP are calculated at the end of the grading period wherein each Minimum Measurement Point is initially met or exceeded, as shown in the charts below.

### **SATISFACTORY ACADEMIC PROGRESS DEFINITIONS**

A "Term" at Remington College is one quarter for degree programs (twelve weeks of instruction) and one quarter (consisting of three four-week modules or twelve weeks of instruction) for diploma programs. Term is synonymous with Payment Period.

A "Grading Period" or module is a period of instruction for which the student receives a final grade that is recorded on a student's transcript for a particular course. Students will be notified of their grades as soon as is practical after the end of each Grading Period.

Accordingly, a Term and a Grading Period are the same for degree programs, but not for diploma programs (diploma programs will have three Grading Periods in each Term).

### **QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

The qualitative component of SAP consists of achieving a minimum Cumulative Grade Point Average ("CGPA") at the end of the grading period wherein each Minimum Measurement Point (measured in credit hours completed) is initially met or exceeded, as shown in the chart below.

<b>Minimum Measurement Point</b> (as a percent of Program Length)	<b>Minimum CGPA</b>
25%	1.00
50%	1.50
100%	2.00

The CGPA is calculated using the grade for all courses attempted. (The calculation of the CGPA would include the grade from any course the student has attempted in the current program. However, if a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used [and all prior grades will be ignored] in calculating the CGPA.)

The Minimum CGPA Requirement chart below lists program lengths and the minimum CGPA required at the end of the grading period wherein each of the Minimum Measurement Points is initially met or exceeded.

**MINIMUM CGPA REQUIREMENT**

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum Measurement Point in Credits Completed</b>	<b>Minimum CGPA Requirement</b>
44	11	<b>1.00</b>
	22	<b>1.50</b>
	44	<b>2.00</b>
46	11.5	<b>1.00</b>
	23	<b>1.50</b>
	46	<b>2.00</b>
48	12	<b>1.00</b>
	24	<b>1.50</b>
	48	<b>2.00</b>
54	13.5	<b>1.00</b>
	27	<b>1.50</b>
	54	<b>2.00</b>
60	15	<b>1.00</b>
	30	<b>1.50</b>
	60	<b>2.00</b>
72	18	<b>1.00</b>
	36	<b>1.50</b>
	72	<b>2.00</b>
84	21	<b>1.00</b>
	42	<b>1.50</b>
	84	<b>2.00</b>
90	22.5	<b>1.00</b>
	45	<b>1.50</b>
	90	<b>2.00</b>
92	23	<b>1.00</b>
	46	<b>1.50</b>
	92	<b>2.00</b>
96	24	<b>1.00</b>
	48	<b>1.50</b>
	96	<b>2.00</b>

If a student's CGPA falls below the minimum required CGPA, the student is notified in writing regarding the consequences of not maintaining satisfactory academic progress.

**QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

The quantitative component of SAP consists of completing a minimum number of credits at the end of the grading period wherein each Minimum Measurement Point (measured in credit hours attempted) is initially met or exceeded, as shown in the chart below. The maximum timeframe ("MTF") for completion of a program is one and one-half times the program length (measured in credit hours completed).

The Minimum CGPA Requirement chart below lists program lengths and the minimum number of credits that must be completed at the end of the grading period wherein each of the Minimum Measurement Points is initially met or exceeded.

**MINIMUM CREDITS COMPLETED REQUIREMENT**

<b>Program Length</b> (Minimum # of Credits Required to Complete Program)	<b>Minimum Measurement Point in Credits Attempted</b>	<b>Minimum Credits Completed Requirement</b>
44	33	11
	44	22
	66	44
46	34.5	11.5
	46	23
	69	46
48	36	12
	48	24
	72	48
54	40.5	13.5
	54	27
	81	54
60	45	15
	60	30
	90	60
72	54	18
	72	36
	108	72
84	63	21
	84	42
	126	84
90	67.5	22.5
	90	45
	135	90
92	69	23
	92	46
	138	92
96	72	24
	96	48
	144	96

If a student cannot complete the program within the MTF, the student is notified in writing regarding the consequences of not maintaining satisfactory academic progress.

**SATISFACTORY ACADEMIC PROGRESS STATUSES**

**SAP Met**

A SAP Met status indicates that at the established evaluation point the student passed SAP evaluation criteria. A student's status is SAP Met and the student remains eligible for Title IV funding if the student achieves the minimum SAP requirements, as shown in the Minimum CGPA Requirement and Minimum Credits Completed Requirement charts above.

### **SAP Probation One**

A student who fails to meet the above minimum SAP requirements will be placed on SAP Probation One. If the student meets the minimum SAP requirements during the SAP Probation One grading period, the student will be acknowledged as having met SAP requirements. If the student does not meet the minimum SAP requirements during the SAP Probation One grading period, the student will be placed on SAP Probation Two.

The student remains eligible for Title IV funding during this academic probation period.

### **SAP Probation Two**

A student placed on SAP Probation One who fails to meet the above minimum SAP requirements in the following grading period will be placed on SAP Probation Two. If the student meets the minimum SAP requirements during the SAP Probation Two grading period, the student will be acknowledged as having met SAP requirements. If the student does not meet the minimum SAP requirements during the SAP Probation Two grading period, the student will be placed on SAP Dismissal.

The student remains eligible for Title IV funding during this academic probation period.

### **SAP Dismissal**

A student placed on SAP Probation Two who fails to meet the above Minimum SAP Requirements in the following grading period will be placed on SAP Dismissal. (See Re-Enrollment Policy regarding application to Satisfactory Academic Progress Policy.)

The student is not eligible for future Title IV funding and will not be eligible to re-enroll in any program at any Remington College campus.

## **SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS**

Students may appeal a determination that they are not meeting sap by submitting an appeal in writing to the chief academic officer for all remington colleges or his/her designee. The determination of the Chief Academic Officer for all Remington Colleges or his/her designee is final.

### **SATISFACTORY ACADEMIC PROGRESS AND IMPACT ON FINANCIAL AID**

In addition to being dropped from the school, students who fail to demonstrate SAP will not be eligible for federal student financial aid at the Campus and will not be able to reestablish their eligibility for federal student financial aid at the Campus, unless the Chief Academic Officer determines on appeal that the student has, in fact, demonstrated SAP.

## **COPYRIGHT INFRINGEMENT**

### **General Policy Statement**

Remington College takes extensive measures to prevent copyright infringement. Such measures include the use of technology-based deterrents, student catalog and other informative notices, employee policies, and providing legal alternatives on its network to illegal downloading, file sharing, and other unlawful, infringing use. All Remington College students and employees, as well as third parties who are allowed access to Remington College's network, are expected to comply with copyright law. Copyrighted material may only be used with the permission of the copyright owner or in cases where a legal exception exists.

### **The Copyright Act**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Remington College campuses provide students with legal alternatives to copyright infringement. Such alternatives include access to iTunes, Amazon, and Netflix.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing may subject students to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. (See 17 U.S.C. §§ 504-505). Willful copyright infringement can



also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000 per offense.

In addition to any civil or criminal liabilities, any student(s) determined by the Campus to have engaged in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing using the Campus' information technology system, or otherwise, may be disciplined, up to and including being dropped from school.

### **The Digital Millennium Copyright Act (DMCA)**

Additional copyright protection and liability limitation procedures can be found in the DMCA (17 U.S.C. §§ 501 *et seq.*). The DMCA is a federal law that provides certain statutory liability protection for "service providers," such as Remington College, if specific procedures are followed and an official policy is adopted and reasonably implemented whereby subscribers (e.g. students) may have access to Remington College's network disabled in circumstances of repeated infringement.

Upon receipt of a valid DMCA notice of alleged infringement, Remington College will notify the subscriber(s) of the DMCA notice and alleged infringement, investigate the alleged infringement, and with limited exception, request prompt removal of or disabled access to the alleged infringing materials. In appropriate circumstances, students may have access to Remington College's network terminated. Additionally, students may be further disciplined, up to and including being dropped from school.

All questions regarding the DMCA should be directed to Remington College's DMCA Designated Agent, Charles R. Camp via email ([Robby.Camp@remingtoncollege.edu](mailto:Robby.Camp@remingtoncollege.edu)).

### **CAMPUS LOCATION AND FACILITIES**

Remington College – Baton Rouge Campus is located at 10551 Coursey Boulevard, Baton Rouge, LA. The Campus is comprised of a two-story building with approximately 31,000 square feet including 25 classrooms, five laboratories, an Information Resource Center, and administrative offices. The Cosmetology training facility consists of approximately 8,000 square feet of space, including three classrooms, an Information Resource Center, one administrative office, two facial rooms, a manicure and pedicure room, and a student salon with 24 stations. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

Students can contact the Legal Department at 407-562-5592 for assistance in obtaining institutional information.

### **EDUCATIONAL EQUIPMENT**

The following equipment is available for various educational programs. The Campus reserves the right to change the educational equipment list below to meet current program objectives.

- Business/Management course equipment may include the following depending on program area: computer(s), software, printer(s), scanner(s), and calculator(s).
- Cosmetology equipment may include: mannequins, hydraulic styling chairs, shampoo bowls, manicure tables, foot spas, and facial beds.
- Criminal Justice equipment may include: Narcotics Investigation Kits, evidence markers, fingerprint powder, sketching templates and cameras.
- Information Technology course equipment may include the following depending on program area: computer(s), printer(s), scanner(s), software programs, software languages, routers, testers, and meters.
- Medical Assisting equipment may include: exam tables, phlebotomy chairs, microscopes, EKG machines, otoscopes/ophthalmoscopes with thermometers, blood pressure cuff sets, skeletons, defibrillators, and stethoscopes.
- Medical Billing and Coding equipment may include: computer(s) with current medical insurance coding software.
- Pharmacy Technician equipment may include: drug carts, laminar hoods, spill clean up kits, digital thermometers, cylinders, ribbed funnels, tablet counters, and draining/drying racks.

### **VACCINATIONS**

The Campus does not require any vaccinations for any of its offered programs of study.

## **PROGRAM ASSESSMENTS/IMPROVEMENTS**

The Campus continually assesses the viability of its program offerings by analyzing student, graduate, and employer survey results in order to identify areas of training that may need improvement. Additionally, the Campus holds Program Advisory Committee (PAC) meetings in each program area, wherein Campus personnel and PAC members, made up of qualified representatives from the employment community review and analyze the Campus' programs and courses, as well as job outlooks and trends, as stated in the U.S. Department of Labor, Bureau of Labor Statistics' *Occupational Outlook Handbook*, and assess whether any course or program improvements are necessary. The Campus also utilizes an Institutional Assessment and Improvement Plan (IAIP) to monitor the Campus' ongoing institutional assessment and improvement activities. The IAIP provides a comprehensive assessment and analysis of each area of Campus operations including, but not limited to, Management and Administrative Operations; Program Requirements and Characteristics; Faculty Retention, Evaluation, and Development; Student Recruitment, Enrollment, and Admission; Student Services; Student Academic Progress; Regulation and Accreditation of Campus and Its Separate Facilities. The Campus plans to act in accordance with its IAIP over time as resources permit. You may obtain copies of the Campus' IAIP by contacting Dr. Mike Lanouette, Chief Academic Officer at 407-562-5500.

## MEDICAL ASSISTING

### DIPLOMA

8 Months

The Medical Assisting Diploma Program provides training in both administrative and clinical procedures.

The objective of this Program is to prepare graduates for entry-level positions, such as medical assistant, clinical or medical administrative assistant, and medical receptionist.

Program completion normally requires eight months for full-time students (assuming the externship is completed at 40 hours per week).

The Medical Assisting Diploma Program is divided into seven monthly academic periods (LB101 through MO701) and one externship period (MD801). Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externship period.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Assisting.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
LB101	Clinical Laboratory	0	32	0	1.50
LB201	Clinical Laboratory	0	32	0	1.50
LB301	Clinical Laboratory	0	32	0	1.50
LB401	Clinical Laboratory	0	32	0	1.50
LB501	Clinical Laboratory	0	32	0	1.50
LB601	Clinical Laboratory	0	32	0	1.50
LB701	Clinical Laboratory	0	32	0	1.50
MD101	Patient Care and Communication	32	0	0	3.00
MD201	Medical Management/Nervous and Digestive Systems	32	0	0	3.00
MD301	Pharmacology and Disease Transmission	32	0	0	3.00
MD401	Cardiovascular and Respiratory Systems	32	0	0	3.00
MD501	Clinical Procedures	32	0	0	3.00
MD601	Endocrinology and Reproduction	32	0	0	3.00
MD701	Therapeutic Care and Muscular/Skeletal Systems	32	0	0	3.00
MD801	Externship	0	0	160	5.00
MO102	Introduction to Computers	16	0	0	1.00
MO202	Keyboarding	16	0	0	1.00
MO302	Word Processing	16	0	0	1.00
MO402	Introduction to Insurance	16	0	0	1.00
MO502	Patient Billing	16	0	0	1.00
MO602	Medical Insurance Coding	16	0	0	1.00
MO701	Career Development	16	0	0	1.50
<b>Total:</b>		<b>336</b>	<b>224</b>	<b>160</b>	<b>44</b>

# PHARMACY TECHNICIAN

## DIPLOMA

8 Months

The Pharmacy Technician Diploma Program provides training in the basic elements of the field of pharmacy such as medical abbreviations, prescription writing and interpretation, drug forms and routes of administration, sterile product mixtures and compounding, as well as aspects of developing relationships between the pharmacist and the pharmacy technician.

The objective of this Program is to prepare graduates for entry-level positions, such as pharmacy technician, pharmacy service representative, outpatient pharmacy technician and inpatient pharmacy technician.

Program completion normally requires eight months for full-time students (assuming the externships are completed at 40 hours per week).

The Pharmacy Technician Diploma Program is divided into six and a half monthly academic periods (PHAT111 through PHAT178) and two externships (PHAT179 and PHAT180). Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the externships.

The Pharmacy Technician graduate may be eligible to take the national Pharmacy Technician Certification Exam (PTCB), the Sterile Products Certification exam by the National Pharmacy Technician Association (NPTA) and be certified in CPR by a national organization. In the state of Louisiana, students enrolling in the Pharmacy Technician Program will be required to register with or acquire a temporary provisional license from the State Pharmacy Board before being termed eligible to participate in the externship. This registration includes a criminal background check and drug screening. The state of Louisiana also requires pharmacy technicians to be licensed.

Upon successful completion of all areas of this Program, graduates will be awarded a Pharmacy Technician Diploma.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
PHAT111	Dosage Calculations	16	16	0	2.00
PHAT112	Introduction to Computers	16	16	0	2.00
PHAT113	Pharmacy Practice	16	0	0	1.50
PHAT121	First Aid/CPR	6	10	0	1.00
PHAT122	Anatomy and Physiology for Mechanical Structures	64	0	0	6.00
PHAT132	Pharmacology for Mechanical Structures	40	40	0	6.00
PHAT142	Pharmacy Technology for Extemporaneous Compounding	40	40	0	6.00
PHAT151	Pharmacy Law and Ethics	6	10	0	1.00
PHAT153	Anatomy and Physiology for Visceral Structures	64	0	0	6.00
PHAT162	Pharmacology for Visceral Structures	40	40	0	6.00
PHAT178	Pharmacy Technology for Parenteral Compounding	20	20	0	3.00
PHAT179	Externship in Retail	0	0	40	1.00
PHAT180	Externship	0	0	160	5.00
	<b>Total:</b>	<b>328</b>	<b>192</b>	<b>200</b>	<b>46</b>

# MEDICAL BILLING AND CODING

## DIPLOMA

9 Months

The Medical Billing and Coding Diploma Program provides training in the basic elements of coding for the healthcare and insurance industries. The curriculum covers medical terminology and abbreviations, computerized medical billing, medical records management, compliance, and coding for medical office applications and hospital applications.

The objective of this Program is to prepare graduates for entry-level positions such as insurance billing clerk, medical biller, and collections and billing clerk.

Program completion normally requires nine months (36 weeks) for full-time students.

The Medical Billing and Coding Diploma Program is divided into nine monthly academic periods.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Medical Billing and Coding.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
MI112	Anatomy and Physiology for Mechanical Structures	40	40	0	6.00
MI122	Anatomy and Physiology for Visceral Structures	40	40	0	6.00
MI132	Introduction to Medical Coding	40	40	0	6.00
MI143	Medical Records Management	40	40	0	6.00
MI153	Computerized Insurance and Billing	40	40	0	6.00
MI162	CPT Coding for Medical Office Applications	40	40	0	6.00
MI172	CPT Coding for Hospital Applications	40	40	0	6.00
MI183	Medical Office Management	40	40	0	6.00
MI192	Medical Coding/ICD-9 Codes	40	40	0	6.00
	<b>Total:</b>	<b>360</b>	<b>360</b>	<b>0</b>	<b>54</b>

# COSMETOLOGY

## DIPLOMA

12 Months

The Cosmetology Diploma Program provides training in various phases of cosmetology, including manicures, pedicures, facials, and wig care.

The objective of this Program is to prepare graduates for entry-level positions as cosmetologists in work locations such as licensed beauty salons, day spas, or nail salons.

Program completion normally requires 48 weeks for full-time students.

The Cosmetology Diploma Program is divided into 12 monthly periods. Students must successfully complete the academic periods with a minimum cumulative GPA of 2.0 in order to be eligible to participate in the clinic practices.

Upon successful completion of all areas of this Program, graduates will be awarded a Diploma in Cosmetology.

Course Number	Course Name	Clock Hours			Quarter Credit Hours
		Lecture	Lab	Externship	
COS I - A	COS I - A	40	85	0	8.00
COS I - B	COS I - B	40	85	0	8.00
COS I - C	COS I - C	25	100	0	7.00
COS II - A	COS II - A	20	105	0	7.00
COS II - B	COS II - B	20	105	0	7.00
COS II - C	COS II - C	20	105	0	7.00
COS II - D	COS II - D	20	105	0	7.00
COS II - E	COS II - E	20	105	0	7.00
COS II - F	COS II - F	20	105	0	7.00
COS III - A	COS III - A	0	125	0	6.00
COS III - B	COS III - B	0	125	0	6.00
COS III - C	COS III - C	15	110	0	7.00
	<b>Total:</b>	<b>240</b>	<b>1260</b>	<b>0</b>	<b>84</b>

**BUSINESS OFFICE MANAGEMENT**  
**ASSOCIATE OF SCIENCE**  
 18 Months

The Business Office Management Degree Program provides training in business related accounting software and various business office computer applications such as Word, Excel, and Access. Students will also be trained in the fundamentals of payroll administration, employee benefits, bookkeeping, accounting, event planning, and coordination.

The objective of this Program is to prepare graduates for entry-level positions, such as general office specialist, bookkeeper, accounting assistant, payroll office clerk, and administrative assistant.

This Program requires completion of a minimum of 92 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students.

The Business Office Management Degree Program is delivered in a system of six three-month quarters.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Science in Business Office Management.

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
BN1108	Packaged Applications	6.00
BN1208	Accounting Principles I	6.00
BN1228	Document Processing	6.00
BN1610	Introduction to Management	5.00
BN2408	Accounting Principles II	6.00
BN2410	Payroll Applications	5.00
BN2420	Business Law and Legal Procedures	5.00
BN2428	Computerized Spreadsheets	6.00
BN2480	Personnel Management	5.00
BN2508	Computerized Accounting Applications	6.00
BN2528	Relational Database Applications	6.00
BN2558	Management and Information Processing	6.00
	<b>Sub Total:</b>	<b>68</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1116	Introduction to Psychology	6.00
GE1216	Speech Communication	6.00
GE1316	College Algebra	6.00
GE1416	English Composition	6.00
	<b>Sub Total:</b>	<b>24</b>
	<b>Total:</b>	<b>92</b>

**COMPUTER AND NETWORK ADMINISTRATION**  
**ASSOCIATE OF SCIENCE**  
 18 Months

The Computer and Network Administration Degree Program provides training in computer networking, including how to install, configure, maintain, and support local area networks (LAN), wide area networks (WAN), Internet systems, and wireless configurations that use a diversity of network operating systems. This Program also includes training in fundamental security best practices and a number of Microsoft Active Directory principles. In addition, the curriculum includes a study of general computer science, including computer architecture, networking principles, and desktop and server operating systems and applications.

The objective of this Program is to prepare graduates for entry-level positions such as network operator, network support technician, computer help desk specialist, computer support specialist, and information technology support specialist.

This Program requires completion of a minimum of 92 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students.

The Computer and Network Administration Degree Program is delivered in a system of six three-month quarters.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Science Degree in Computer and Network Administration.

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
CN1160	Network Security	5.00
CN1168	Network Essentials	5.00
CN1176	Computer Support	6.00
CN1260	Client Operating Systems	6.00
CN1266	Network Scripting	5.00
CN1276	Network Implementation and Support I (Active Directory)	6.00
CN2140	Network Implementation and Support II (Infrastructure)	6.00
CN2176	Network Implementation and Support III (Administration)	6.00
CN2456	Computer Architecture/Software	6.00
CN2466	Computer Architecture/Hardware	6.00
CN2660	Routers and Switches I	5.00
CN2670	Routers and Switches II	6.00
<b>Sub Total:</b>		<b>68</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1116	Introduction to Psychology	6.00
GE1216	Speech Communication	6.00
GE1316	College Algebra	6.00
GE1416	English Composition	6.00
<b>Sub Total:</b>		<b>24</b>
<b>Total:</b>		<b>92</b>



**CRIMINAL JUSTICE**  
**ASSOCIATE OF SCIENCE**  
 18 Months

The objective of this Program is to prepare graduates for entry-level positions, such as corrections, loss prevention, and security.

This Program requires completion of a minimum of 92 credit hours, including any transfer credits that have been accepted. Program completion normally requires 18 months for full-time students.

Optional non-credit practicum experience(s) may be available as part of this program for students who have successfully completed the first four quarters of program coursework.\* If available, qualified students can participate in one, two, or three practicum experiences. No additional tuition charges apply to practicum experience(s).

The Criminal Justice Degree Program is delivered in a system of six three-month quarters.

Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Science Degree in Criminal Justice.

\* Practicum experiences are subject to availability and subject to change. Space may be limited and there is no guarantee that students will be able to participate in one or more practicum experiences. If there are more students interested in practicum experiences than there are available practicum experiences, then the school and the agency offering the practicum experience will determine which student(s) will be able to participate in practicum experiences based on one or more of the following criteria: cumulative grade point average, recommendations from faculty, community service, membership in student organization(s), and/or any limitations set forth by the agency offering the practicum experience. Certain restrictions apply. Participation in practicum experiences is at your own risk. Remington College is not responsible for any damage, loss, or injury during practicum experiences. Contact the Campus for more information.

<b>Course Number</b>	<b>Course Name</b>	<b>Quarter Credit Hours</b>
<b><i>Associate or Lower-Level Core Curriculum</i></b>		
BN1108	Packaged Applications	6.00
CJ1500	Criminal Law and the Constitution	6.00
CJ1510	Survey of the Criminal Justice System	5.00
CJ1538	Criminal Investigations and Evidence Processing	6.00
CJ1548	Survey of Correctional Systems	6.00
CJ1558	Law Enforcement Operations and Community Policing	6.00
CJ1568	Survey of Forensic Science	6.00
CJ2710	Liability and Ethics for the Criminal Justice Professional	5.00
CJ2718	Communications for the Criminal Justice Professional	6.00
CJ2730	Juvenile Justice Systems	5.00
CJ2738	Criminology and Victimology	6.00
CJ2740	Security Management	5.00
	<b>Sub Total:</b>	<b>68</b>
<b><i>Associate or Lower-Level General Education</i></b>		
GE1116	Introduction to Psychology	6.00
GE1216	Speech Communication	6.00
GE1316	College Algebra	6.00
GE1416	English Composition	6.00
	<b>Sub Total:</b>	<b>24</b>
	<b>Total:</b>	<b>92</b>
<b><i>* Non-Credit Practicum Options</i></b>		
CJ0001	Practicum I	
CJ0002	Practicum II	
CJ0003	Practicum III	

## PLACEMENT INFORMATION

<b>Program Title</b>	<b>Occupation Titles</b>	<b>Occupational Locations</b>
<b>Business Office Management Associate of Science Degree Program</b>	Assistant Manager Administrative Assistant Customer Service Representative	Retail Store State Agency General Office Environment
<b>Computer and Network Administration Associate of Science Degree Program</b>	Customer Service Representative Technician Technical Support Representative	Retail Store General Office Environment Hospital
<b>Criminal Justice Associate of Science Degree Program</b>	Corrections Officer Investigator Dispatcher	Police Department Correctional Institution Government Agency
<b>Medical Assisting Diploma Program</b>	Medical Assistant Phlebotomist Patient Care Technician	Hospital Medical Clinic Doctor's Office
<b>Medical Billing and Coding Diploma Program</b>	Billing Clerk Medical Records Clerk Patient Account Representative	Hospital Medical Clinic Assisted Living Facility
<b>Pharmacy Technician Diploma Program</b>	Pharmacy Technician Medication Aid	Clinical Pharmacy Retail Pharmacy Hospital
<b>Cosmetology Diploma Program</b>	The date of the first graduating class is expected to be in July 2010.	

The above information was gathered/verified through discussions with Remington College graduates and employers during the 2009-2010 academic year.

## **LIST OF FACULTY AND OTHER INSTRUCTIONAL PERSONNEL**

### **ADMINISTRATORS**

Michael Smith, Campus President  
Kendra Davis, Director of Student Finance  
Monica Butler-Johnson, Director of Admissions  
Julie Blouin, Director of Career Services  
Richard Rhode, Director of Education  
Vincent Loustalot, Degree Chairperson  
Rhonda LeMora, Allied Health Department Chairperson  
Frances Kelly, Cosmetology Department Chair  
Amy Adams, Externship Coordinator  
Carolyn Deloch, Registrar

### **MEDICAL ASSISTING FACULTY**

Christopher Downey  
Janis Mann  
Kelly Martin  
Sharon Pace

### **MEDICAL BILLING AND CODING FACULTY**

Donna Cotton  
Sandra Norwood

### **PHARMACY TECHNICIAN FACULTY**

Catha Bradford  
Michelle Bonilla  
Jusilyn Langley

### **COSMETOLOGY FACULTY**

Anne Castle  
Dolores St. Cyr-Butler  
Donyale Lee  
Pamela Robinson

### **BUSINESS OFFICE MANAGEMENT FACULTY**

LaShawn Blanchard  
Richard Wilson  
Timothy Williams

### **COMPUTER AND NETWORK ADMINISTRATION FACULTY**

Carl Stark  
David Boyd  
Richard Mueller

### **CRIMINAL JUSTICE FACULTY**

James Freeman  
Tiffany Samuel

### **GENERAL EDUCATION FACULTY**

Jefferey Querner  
Kesha Burton  
Lisa Gehring  
Shantel Anderson