College Catalog

Remington College
*Columbia Campus*

607 Bush River Road  
Columbia, SC 29210  
Phone: (803) 214-9000  
Fax: (803) 214-9065

A Branch Campus of
*Remington College’s Dallas Campus (Garland)*

1800 Eastgate Drive  
Garland, TX 75041  
Phone: (972) 686-7878  
Fax: (972) 686-5116

www.remingtoncollege.edu

Date of Publication: February 27, 2017

NOTICE: This catalog is effective as of the date of publication. The institution reserves the right to modify organizational structures, schedule of courses, curriculum, and policies and procedures as circumstances dictate or as required by changes in applicable regulations. The accompanying addendum supplements this catalog, and this catalog and the addendum comprise the complete College Catalog.
TABLE OF CONTENTS

INTRODUCTION ........................................................................................................................................1
CAMPUS LOCATION AND FACILITIES .................................................................................................1
ACCREDITATION, AFFILIATIONS AND LICENSING ...........................................................................1
    ACCSC Accreditation ..................................................................................................................1
    State Licensure ...........................................................................................................................1
CONTRACTUAL RELATIONSHIPS .........................................................................................................2
EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT .......................................2

ADMISSIONS REQUIREMENTS AND PROCEDURES .........................................................................3

ACTIVATION...........................................................................................................................................4
    Criteria For Activation ................................................................................................................4
    Procedures-Drop/Add Period ........................................................................................................5
TRANSFER CREDIT FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM .......................5
    General Discussion of Transfer Credit Determinations and Values .............................................5
    Diploma Programs ......................................................................................................................6
TRANSFER CREDIT FOR THE COSMETOLOGY PROGRAM .................................................................6
TRANSFER OF CREDIT POLICY FOR RECIPIENTS OF MILITARY/VETERAN EDUCATION BENEFITS 6
    (TUITION ASSISTANCE, POST 9/11 GI BILL, ETC.) .................................................................6
    LIMITATIONS ON TRANSFERABILITY OF CREDITS TO NON-AFFILIATED EDUCATIONAL 7
    INSTITUTIONS ................................................................................................................................7
FULL-TIME STUDENTS .............................................................................................................................7
RE-ENROLLMENT AND RE-ENTRY POLICY .........................................................................................7
    Academic Criteria .........................................................................................................................8
    Financial Criteria ..........................................................................................................................8
    Other Considerations ....................................................................................................................8
Nondiscrimination Policy .....................................................................................................................8
ADMISSION OF DISABLED INDIVIDUALS .........................................................................................8
    Accommodations For Disabled Individuals .................................................................................8
TUITION AND ADDITIONAL FEES ......................................................................................................9
    Program Tuition ...........................................................................................................................9
    Cosmetology Diploma Program ..................................................................................................9
    All Other Programs .....................................................................................................................9
    Damaged Property Fees ...............................................................................................................9
    Non-Sufficient Funds Fee ............................................................................................................9
    Replacement Of Diploma Fee ......................................................................................................10
    Transcript Fee ...........................................................................................................................10
PAYMENT POLICY ...............................................................................................................................10

FINANCIAL AID AND OTHER FINANCIAL ASSISTANCE ...............................................................11

GENERAL INFORMATION ......................................................................................................................11
FINANCIAL NEED, EXPECTED FAMILY CONTRIBUTION (“EFC”), AND ELIGIBILITY AMOUNT ....11
TITLE IV AWARDS .................................................................................................................................11
FEDERAL TITLE IV FINANCIAL AID, ELIGIBILITY REQUIREMENTS AND APPLICATION 11
PROCEDURES .......................................................................................................................................11
    Student Eligibility ........................................................................................................................11
    Completion Of Application ..........................................................................................................12
    Determination Of Need, Cost Of Attendance, And Eligibility Amount ........................................12
    Verification ...................................................................................................................................12
    Entrance And Exit Interview And Loan Notification ..................................................................13
TYPES OF FINANCIAL AID AVAILABLE TO THOSE WHO QUALIFY ...............................................13
    Federal Pell Grant ........................................................................................................................13
    Federal Direct Subsidized Stafford Loan ......................................................................................13
    Federal Direct Unsubsidized Stafford Loan ................................................................................13

Remington College’s Columbia Campus Location
CANCELLATION, WITHDRAWAL, AND REFUND POLICIES .............................................. 40

RIGHT TO CANCEL THE APPLICATION AND ENROLLMENT AGREEMENT AND TO RECEIVE A REFUND OF ALL PAYMENTS ............................................ 40
RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED ............................ 40
WITHDRAWAL NOTIFICATION ......................................................................................... 40
EXIT CALCULATION AND REFUND POLICIES ................................................................ 40
RETURN OF TITLE IV FUNDS FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM ................................. 41
RETURN OF TITLE IV FUNDS FOR THE COSMETOLOGY PROGRAM .................................... 41
REFUND DISTRIBUTION ORDER FOR THE RETURN OF TITLE IV FUNDS ............................... 41
INSTITUTIONAL TUITION CHARGING POLICY (ALSO KNOWN AS THE INSTITUTIONAL REFUND POLICY) ................................................................. 41
RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION .................................... 42
  Title IV Credit Balances ......................................................................................... 42
  Non-TIV Credit Balances ....................................................................................... 42
RETURN OF STUDENT CREDIT BALANCES UPON WITHDRAWAL .................................. 42
  Determination Of Student Balances ........................................................................ 42
  Institutional Refunds ............................................................................................... 42
  Post-Withdrawal Disbursements ........................................................................... 42
FORCE MAJEURE ............................................................................................................. 42
ACTIVATION OF MILITARY RESERVIST ......................................................................... 42

ADMINISTRATIVE POLICIES ........................................................................................... 43

CANCELLATION OF CLASSES ....................................................................................... 43
STUDENT CONDUCT AND DISCIPLINE ......................................................................... 43
STUDENT SEXUAL HARASSMENT POLICY .................................................................... 44
  What Constitutes Sexual Harassment ....................................................................... 44
  Reporting Suspected Sexual Harassment ................................................................. 45
  Investigation And Resolution Of Sexual Harassment Complaints .......................... 45
  Formal Grievance Procedures .............................................................................. 45
  Non-Reprisal For Reporting Sexual Harassment ....................................................... 46
EMPLOYEE/STUDENT RELATIONSHIPS ......................................................................... 46
DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES ..................................... 46
  Remington College Grievance Procedures .............................................................. 46
  Accrediting Commission And State Board Complaint And Grievance Procedures ................................................. 47
ALTERNATIVE DISPUTE RESOLUTION ......................................................................... 48
  Time For Commencing Arbitration Or Other Action ................................................ 48
LIMITATION OF LIABILITY AND DAMAGES ................................................................... 49
EXAMINATION OF STUDENT RECORDS.............................................................................................................49
SMOKE- AND TOBACCO-FREE CAMPUS...........................................................................................................50
STUDENT DRUG AND ALCOHOL ABUSE POLICY ..........................................................................................50

CORPORATE STRUCTURE, BOARD OF DIRECTORS AND CAMPUS HISTORY ............................................52

2017 CALENDAR..................................................................................................................................................55

   DIPLOMA PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM .......................................................55
   COSMETOLOGY PROGRAM ...........................................................................................................................55
   BREAKS .........................................................................................................................................................55
   HOLIDAYS ....................................................................................................................................................55
INTRODUCTION

Thank you for your interest in Remington College.

For those of you considering attending Remington College’s Columbia Campus (“Campus”), we encourage you to read this Catalog to gain a full understanding of the various programs and services offered by Remington College, and to talk with Campus Representatives.

For those of you who have made the decision to attend Remington College, congratulations! We hope that you will find your time at Remington College to be both educational and rewarding, and that your efforts will help you on your way to a better career and a more fulfilling and enjoyable life. Please take the time to read this entire Catalog to obtain a thorough understanding of the programs and services.

By way of introduction, Remington College is a common name used by all campuses of a group of affiliated companies of nonprofit post-secondary educational institutions. Remington College and the predecessor owners have operated the colleges since 1985. Currently Remington College has one or more campus locations in the following states: Alabama, Arkansas, Florida, Hawaii, Louisiana, Ohio, South Carolina, Tennessee, and Texas.

Remington College offers both degree and non-degree (diploma) programs of study intended to provide students with the education and training needed for entry-level positions in a variety of career fields including: business, computers/information technology, criminal justice, electronics, graphic arts and health sciences (sometimes referred to as “allied health programs”).

Financial aid is available for those who qualify. (For a detailed discussion of available financial aid and financial assistance programs, refer to the Financial Aid section of this Catalog.)

In addition to financial aid and financial assistance services, each Remington College campus also offers placement assistance to assist students in their effort to find suitable employment upon completion of their program of study. (For more information see the Student Services section of this Catalog.)

CAMPUS LOCATION AND FACILITIES
The Campus is located at 607 Bush River Road, Columbia, SC and is comprised of approximately 35,000 square feet including 12 classrooms, four computer labs, five medical labs, an Information Resource Center and 23 administrative space/rooms. The Cosmetology portion includes three labs/classrooms, two facial rooms, one manicure/pedicure room, a salon with 27 stations, six shampoo bowls and eight hair dryers, men’s and women’s locker rooms, a dispensary, and a guest lobby. Information regarding relevant local safety and health standards, such as fire, building, and sanitation is available to students upon request.

ACCREDITATION, AFFILIATIONS AND LICENSING

The 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.

ACCSC ACCREDITATION
The 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.

Remington College’s GED Test Preparation Course is not within the Campus’ scope of accredited programs.

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.

The Campus is licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education. The Cosmetology Program is not licensed by the South Carolina Commission on Higher Education. The Cosmetology Program is licensed by the South Carolina Department of Labor, Licensing and Regulation – State Board of Cosmetology, Synergy Business Park, Kingstree Building, 110 Centerview Dr., Columbia, SC 29210, (803) 896-4568.
**CONTRACTUAL RELATIONSHIPS**
A student contracting with Remington College has a legal relationship only with Remington College and has no legal relationship with other affiliated companies. Students agree and acknowledge by the signing of their Application and Enrollment Agreement (and such other documents as may be required for admission to Remington College), that no legal relationship exists between the students and any legal entity other than Remington College.

**EDUCATIONAL PHILOSOPHY AND OBJECTIVES/MISSION STATEMENT**
The vision of Remington College is to operate at all times in accordance with the highest ethical standards while continually striving to improve the quality of education, services and value provided to our students, employers and the community, and to provide security to our employees and their families by ensuring the long-term viability of our Campuses.

The mission of Remington College is to contribute to the public good by providing relevant, career-focused education designed and intended to help students acquire the knowledge and develop the skills and abilities necessary for successful entry into their chosen career fields. Remington College believes that a well-educated workforce contributes to the economic and social vibrancy of the diverse communities in which its students, faculty, and staff live. To accomplish its mission, Remington College is committed to providing a caring learning environment in which a technically rich, intellectually stimulating, quality education is delivered by a dedicated faculty and staff.
ADMISSIONS REQUIREMENTS AND PROCEDURES

Applicants for admission must visit the campus, meet with an Admissions Representative, and tour the facilities.

To be admitted an applicant must:

1) Execute an Application and Enrollment Agreement with Remington College. If the applicant is a minor, the Application and Enrollment Agreement must be signed by the parent, guardian, or other person with the legal authority to act on behalf of the minor applicant. Applicants for the Cosmetology program must (i) be at least 18 years of age or will be 18 years of age prior to completion of the Cosmetology program, and (ii) complete a Notice to Prospective Students Regarding Licensing Requirements for Cosmetology Positions in South Carolina form. Applicants for the Pharmacy Technician Program must (i) complete a Criminal History Acknowledgement and Self-Disclosure Form; (ii) execute a Consent for Release of Criminal Background Information authorizing a criminal background check; and (iii) and execute a Drug Screening Acknowledgement and Disclosure Form prior to executing an Enrollment Agreement.

2) Provide documentation of high school graduation or equivalent (such as a GED) prior to enrollment (i.e., before the Enrollment Agreement is signed by the accepting school official and before being allowed to start classes).

The high school diploma or equivalent must be from a high school or GED testing center recognized by Remington College and the documentation must be in English or have been translated to English by a recognized translator or by the office of the Chief Academic Officer for Remington College. Satisfactory documentation includes, but is not limited to, any of the following items:

a) Copy of the high school diploma or equivalent, such as a GED.
b) Copy of a high school or college transcript indicating high school graduation status.
c) Copy of form DD214 indicating graduation status.
d) Copy of a letter indicating graduation status and graduation date from an appropriate school official or state official.
e) Such other documentation as deemed acceptable by the Chief Academic Officer for Remington College.

Student with Foreign High School Transcripts
Applicants for admission who have obtained a high school diploma outside of the United States must provide proof that they hold the equivalent of a U.S. high school diploma, prior to attending class. This proof must be obtained by having the high school diploma translated to English, evaluated, and certified as equivalent to a U.S. high school diploma by a foreign evaluation service which is recognized by the National Association of Credential Evaluation Services (http://naces.org/members.html). The applicant is responsible for paying all fees associated with the evaluation, which is to be sent directly to the Chief Academic Officer. The Chief Academic Officer, or his or her designee, will review the evaluation results to determine if the foreign high school transcript is deemed equivalent.

3) Take and pass a standardized entrance exam. The Wonderlic Scholastic Level Exam (SLE) exam will be used as the sole acceptable entrance exam for all applicants other than those seeking admission under the Ability-to-Benefit determination, who will be subject to the exam procedures described in item 4 below. The required passing score for the Wonderlic exam will be 10 or higher for all programs. Applicants will be allowed to take the entrance exam a maximum of three times. If an applicant must take the entrance exam a third time it may not be administered until 12 hours after taking the second exam. Applicants who fail to achieve a passing score after the third exam will never be eligible for admission into any Remington College campus. The Wonderlic exam is not required for students entering a program who can show proof of an associate’s degree or higher from an accredited college.

4) For the Medical Assisting diploma program, an applicant may be admitted under an Ability-to-Benefit determination that allows admission without requiring the applicant to have a high school diploma or equivalent, provided that the applicant is at least 17 years of age, has met the criteria to establish that he or she has the ability to benefit from the program and is also concurrently enrolled in Remington College’s GED Test Preparation Course. Applicants who intend to use Veteran’s Benefits must hold a high school diploma or equivalent and are not eligible to be admitted under the Ability-to-Benefit determination. Additionally, applicants who are under 20 years of age must provide a completed South Carolina Verification of School Withdrawal form.

To be admitted as an Ability-to-Benefit student, an applicant must achieve a passing score established by Remington College on a test approved by the United States Department of Education. Remington College uses the Wonderlic Basic Skills Test, Quantitative Form QS-1 or QS-2, and Verbal Form VS-1 or VS-2. A minimum score of 210 must be obtained on the quantitative test and a minimum score of 200 must be obtained on the verbal test in the same test administration. If an applicant does not pass both tests, the applicant may be eligible for re-testing. Retests are administered at the discretion of the Independent Test Administrator and the applicant must be retested on both the quantitative and verbal tests.
One of the requirements to remain enrolled in the Medical Assisting diploma program is to be concurrently enrolled in Remington College’s GED Test Preparation Course until you successfully pass the GED test. Otherwise, failure to remain concurrently enrolled in Remington College’s GED Test Preparation Course will result in the termination of your enrollment with Remington College meaning you will be dropped from both the GED Test Preparation Course AND the Medical Assisting diploma program.

Students who do not maintain satisfactory attendance in the GED Test Preparation Course will be dropped from both the GED Test Preparation Course AND the Medical Assisting Diploma Program. Additionally, students will be required to sit for the GED test (at no charge) no later than the end of the eighth module of the Program. Failure to take the GED test before the end of the eighth module will result in the student being dropped from both the GED Test Preparation Course AND the Medical Assisting diploma program.

5) No later than 30 days after the class start date the student must have made satisfactory financial arrangements to provide for complete payment of all amounts expected to be due to the institution for Tuition and fees. This requirement may include, but is not limited to, the completion of credit applications, financial aid applications and forms (if the applicant wishes to apply for financial aid), and the execution of promissory notes or other documents necessary to obtain the requisite financial aid or other financial assistance. Students who have not met this requirement to the satisfaction of Remington College will be dropped, and any Tuition charged up to this date will be the responsibility of the student. Any exceptions to this requirement must be approved in writing by the National Director of Financial Aid (or his/her designee) for Remington College.

6) Applicants are enrolled for class starts on a space-available basis. In order to be eligible for enrollment, the applicant must have executed an Application and Enrollment Agreement prior to the first scheduled class of the program for which the applicant is applying. If this requirement is not met, the applicant will not be eligible to enroll in that program for that term. All applicants must attend classes on the first scheduled class date for the program they are enrolled. Any exceptions to this requirement must be approved in writing by the Chief Executive Officer (or his/her designee) for Remington College.

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 as set forth above, and
b) 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 Remington College’s Legal Department.

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 Remington College.

Cancellation of a Scheduled Start Date
In the event a scheduled start date is cancelled, a Student’s enrollment will be cancelled and someone from the admissions department will contact the Student by telephone or other means to notify them of the cancellation. The Student must sign a new Application and Enrollment Agreement in order to enroll for a subsequent scheduled start date.

Attendance Requirements for Activation
In order to be eligible for activation, all applicants must meet the following attendance requirements for the term in which they begin classes:

For Programs Other than the Cosmetology Program
- Attend at least one class on at least 50% of the days classes are scheduled in the activation period, and
- Attend at least one class on at least 50% of the days classes are scheduled in the second week of the term.

For the Cosmetology Program
- Attend at least 50 clock hours during the first two weeks of the term.
Exceptions to the Attendance Requirements for Activation may be granted only upon written request from the Campus President or Director of Education and with the written approval of the Chief Academic Officer (or his/her designee) for Remington College.

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 College and the Campus President shall determine the percentage of class attendance required for activation for the term in which the cancellations occurred.

**PROCEDURES-DROP/ADD PERIOD**

For “new students” (i.e., individuals beginning their program of study), and for former students who are “re-enrolling” in a program of study in which they were previously enrolled, the drop/add period is equal to the “activation period”. For continuing students beginning a new term, the drop/add period is one week (ending at 11:59 PM Central time on the seventh day of the term). The drop/add period is the same for all programs.

**Adding or Dropping Courses**

Students may add a course(s) or drop from a course(s) during the drop/add period. Additionally, a student will be dropped from any course in which the student has no positive attendance recorded during the drop/add period. No grade will be recorded and no Tuition will be charged for courses dropped during the drop/add period.

A student who was dropped from a course for having no positive attendance recorded during the drop/add period, may request to be reinstated into the course. Such request must be made in writing and submitted to the Director of Education within 72 hours of the end of the drop/add period and, in order to be granted, requires the approval of the Chief Academic Officer (or his/her designee).

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 student drops/is dropped before 50% of Grading Period is completed.
- A “W” if more than 50% of the Grading Period has been completed AND student has a passing grade at the point in time when student drops/is dropped.
- An “F” if failing after 50% of Grading Period.

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

This section does not apply to recipients of military/veteran education benefits. Transfer credits for students eligible to receive Veteran Education Benefits are governed by the Transfer of Credit Policy for Recipients of Military/Veteran Education Benefits section of this Catalog.

**GENERAL DISCUSSION OF TRANSFER CREDIT DETERMINATIONS AND VALUES**

Remington College may accept transfer credits into certain programs, as set forth in more detail below.

Remington College will consider accepting transfer credits only from accredited colleges and universities. In order for credits from another accredited college or university to be accepted as transfer credits:

- The credits must have been determined by Remington College’s Chief Academic Officer, or his or her designee, to be at the appropriate level and “equivalent” to the course or courses being obviated by virtue of transfer credit being accepted;
- Remington College must be provided with an official transcript directly from the “sending” institution;
- The student must have earned a grade of “C” or higher, and;
- The determination that a transfer credit will be accepted must be made at least one week before the term in which the student is scheduled to take the course or courses to be obviated.

In some instances, Remington College may determine that a credit accepted for transfer credit will satisfy the requirement for replacement for a course or courses, even though the exact amount of credit hours may exceed or be less than the credit hours of the course being replaced by a small margin. For example, if Remington College has a course with a seven (7) quarter credit hour value and the course being excepted for transfer was four (4) semester hours, then Remington College may, at the discretion of the Chief Academic Officer or his or her designee, award seven (7) quarter credit hours for the transferred course and consider the seven (7) quarter credit hour requirement to have been met, even though the course transferred in converts to only six (6) quarter credit hours. The determination to award a credit hour value higher than the calculated converted value, or “rounding up,” requires the written concurrence and approval of the Chief Academic Officer of Remington College, and the final determination of whether such “rounding up” is approved shall be based solely on his or her professional judgment. Conversely, the course being transferred in may convert to a higher quarter credit hour value than the course being replaced, in which case the transfer credit awarded will be only the amount of the course being replaced/obviated by the transfer credits (“rounding down”). For purposes of calculating the conversion of semester credit hours into quarter credit hours, the ratio of one semester credit hour to one and one-half quarter credit hours (1:1.5) shall be applied.
No more than 50% of a program’s total credit hour requirements may be satisfied with transfer credits. Credit hours earned at a Remington College location other than the Columbia Campus are not deemed to be transfer credits for purposes of applying this transfer credit limitation, and the grades earned therein shall be included in the calculation of the student’s CGPA.

Diploma Programs
Generally speaking, Remington College does not accept transfer credits into its diploma programs, with the following exceptions:

- Remington College generally accepts transfer credits earned at a different Remington College campus location. However, this does not mean that every credit earned at another Remington College location is guaranteed to transfer. Transferability can be affected by many factors including, but not limited to, when the course was taken, program versions and modifications, credit value or course content changes, etc., and
- General education courses may be accepted, if deemed equivalent, for general education requirements in certain diploma programs.

Transfer Credit for the Cosmetology Program
Remington College may accept students who have attended other (non-Remington College) cosmetology programs or schools provided that the student has not completed hours of instruction that are the equivalent of three or more Remington College modules at the prior school/program, and provided that the student meets Remington College’s Admissions Criteria. Prospective students who meet the above criteria, may be eligible to receive a limited amount of “transfer credits” provided that the prospective student demonstrates an acceptable level of knowledge and competence in the subject matter taught in the first one or two modules of the Cosmetology Program at Remington College to the satisfaction of a Remington College Cosmetology Instructor and the Cosmetology Department Chair, who will jointly conduct an assessment of the prospective student’s skills and knowledge. The Instructor and the Department Chair will recommend the amount of transfer credit to be awarded by Remington College and the Director of Education will approve, reject or modify that recommendation. The determination of the Director of Education shall be final. Prospective students who will not be receiving Veteran’s Benefits may receive transfer credits for a maximum of 2 modules. Transfer credits will only be awarded at either the (1 module) or (2 modules) levels. No partial module credits will be transferred. Prospective students who will be receiving Veteran’s Benefits will be subject to the Veteran’s Administration Transfer of Credit Policy.

Transfer of Credit Policy for Recipients of Military/Veteran Education Benefits (Tuition Assistance, Post 9/11 GI Bill, etc.)
All applicants eligible to receive military/veteran education benefits must complete and sign a “Record of Previous Education and Training for Military/Veteran Students” form and identify any previous education and/or training, prior to being activated, so the Campus can evaluate whether any credit should be given for the previous education and/or training identified by the applicant. In order to receive credit for previous education and/or training (and remain eligible for military/veteran education benefits), the Campus must receive an official transcript or a notarized equivalent from each previous postsecondary institution and/or military training facility attended with respect to the courses/training identified by the applicant on the “Record of Previous Education and Training for Military/Veteran Students” form.

All applicants with previous education and/or training identified must also complete and sign a “FERPA – Consent to Release of Personally Identifiable Information and Education Records,” authorizing each previous postsecondary institution and/or military training facility to release the applicant’s transcripts to the Campus. The Campus will attempt to obtain these transcripts (or notarized equivalents) by sending a written request to each previous postsecondary institution and/or military training facility identified by the applicant on the “Record of Previous Education and Training for Military/Veteran Students” form. To the extent the Campus and/or applicant have difficulty in obtaining any transcript(s), the Campus will work with the Department of Defense, applicable military branch and/or Department of Veteran’s Affairs in a further effort to obtain these transcripts. While the Campus will attempt to obtain these transcripts, assistance from the applicant may be necessary, including but not limited to, the payment of any outstanding balance or fees owed to the previous postsecondary institution and/or military training facility required for the release of the transcripts.

All transcripts (or notarized equivalents) must be received by the Campus by the end of the activation period. If all transcripts are not received in time to be evaluated by the end of the activation period, the applicant will not be activated as an official student, and the student will not be charged any tuition. The only exception to providing all transcripts by the end of the activation period is if/when the transcripts pertain solely to prior training that is not applicable to the program for which the student has applied as determined by Remington College’s Chief Academic Officer. In that case, upon approval of the Chief Academic Officer, the applicant can be activated as a student and will have two quarters to provide the transcripts; however, if all transcripts are not received in time to be evaluated during the student’s first two quarters of enrollment, the student may not be certified to receive military/veteran education benefits, and the student will be personally responsible for all tuition associated with his/her enrollment.

Remington College’s Columbia Campus Location
Upon receipt of the transcripts for the identified training, the Campus will evaluate them to determine whether any credit should be given for the previous education and/or training identified by the student with respect to the program in which student has enrolled, as well as determine whether a skills test evaluation is required to demonstrate the requisite proficiency in the applicable field of study. Following the evaluation(s), the Campus will issue the appropriate credit(s) toward the student’s program. The Campus will maintain a written record of previous education and training of any student eligible for military/veteran education benefits, as well as the Campus’ evaluation of the student’s previous education and training that clearly indicates that appropriate credit has been given for all previous education and/or training identified by the student.

**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.” Remington College has no ability to influence whether a non-affiliated college or educational institution will accept the transfer of credits from Remington College. Accordingly, Remington College does not make any representation that credits from Remington College will be transferable to any non-affiliated college or educational institution, nor is any representative of Remington College authorized to make any such representation or promise of transferability.

Remington College 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 Remington College accepts no liability if credits earned at Remington College will not transfer to another educational institution, except that such credits may be accepted by other Remington College campuses. 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. Remington College does not promise, represent or guarantee that credits from Remington College will transfer to any non-affiliated college or educational institution.

As previously described in this Catalog, Remington College 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 Remington College, students and prospective students should assume that credits from Remington College will not transfer to non-affiliated educational institutions. The Application and Enrollment Agreement contains language advising students that credits from Remington College are not likely to be accepted by non-affiliated educational institutions and that Remington College accepts no liability related thereto.

**FULL-TIME STUDENTS**

Students enrolled in diploma programs other than the Cosmetology program are considered to be full time if they are scheduled for 20 classroom or laboratory hours per week. Students enrolled in the Cosmetology program are considered to be full time if they are scheduled for 24 clock hours per week.

**RE-ENROLLMENT AND RE-ENTRY POLICY**

Former students of Remington College who have dropped or been dropped and who wish to return to Remington College to re-enroll into the same program in which they were previously enrolled, or to re-enter Remington College in a different program are generally eligible to re-enroll or re-enter provided that:

- It has been less than 10 years since the date on which the former student ceased enrollment at Remington College,
- The program into which the former student wishes to re-enroll or to enter is being offered by the Campus at the time, and
- He or she meets the eligibility requirements for enrolling in the program that are applicable at the time.

Former students who have been out of Remington College for more than one year but less than ten years and who earned a cumulative GPA of less than 2.5 during their prior enrollment will be eligible to re-enroll or re-enter only with the express written approval of the Chief Academic Officer, which approval shall be at the sole discretion of the Chief Academic Officer.

Former students wishing to re-enroll or re-enter must have completed an Application no later than the close of business on the Tuesday preceding the start date of the term into which they seek to re-enroll or re-enter.
Note: Program requirements of the various programs may change over time. Accordingly, students wishing to re-enroll should be aware that some or all of the credit hours earned during their prior enrollments may not qualify for credit toward the current program requirements.

The eligibility of the Applicant seeking to re-enroll or re-enter is subject to the following criteria:

**ACADEMIC CRITERIA**
1) Former students who were dropped for violating the Student Code of Conduct (“SCC”) are not eligible to reenroll or re-enter.
2) Former students who were dropped for failure to maintain Satisfactory Academic Progress (“SAP”) are not eligible to re-enroll.
3) Former students must have completed and executed both an Application and an Enrollment Agreement which has been executed by an authorized representative of Remington College and both documents must have been fully executed prior to the beginning (start time) of the class or term into which the Applicant is attempting to re-enroll or re-enter.
4) Former students who have dropped three times are not eligible to re-enroll or re-enter except this limitation can be waived in rare and special circumstances ONLY by the Chief Executive Officer of Remington College.

**FINANCIAL CRITERIA**
1) Former students seeking to re-enroll or re-enter must have made satisfactory financial arrangements in order to be eligible to re-enroll or re-enter. Generally the financial arrangements will be deemed satisfactory if the Applicant has demonstrated his or her ability to pay his or her cost of attendance for the re-enrollment or re-entry and satisfactorily address any outstanding balances from their prior enrollment.
2) Former students whose re-enrollment start date is equal to or less than 180 days from their last day of attendance will be charged the Tuition rate that was in effect during their enrollment. Former students whose re-enrollment start date is greater than 180 days from their last day of attendance will be charged the current Tuition rate effective for the term in which their re-enrollment begins.

**OTHER CONSIDERATIONS**
Notwithstanding the above provisions, the Campus President has the authority to determine that a former student is not eligible to re-enroll or re-enter if, in the opinion of the Campus President, the re-admittance of the former student would be detrimental to the Campus and its students.

**NONDISCRIMINATION POLICY**
Remington College does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran’s status, disability, or sexual orientation. Remington College admits students of any race, color, national and ethnic origin to all rights privileges, programs and activities generally accorded or made available to students at Remington College. Remington College does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational polices, scholarship and loan programs and other Remington College administered programs. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990 and all applicable state civil rights laws.

**ADMISSION OF DISABLED INDIVIDUALS**
The Campus does not discriminate against persons with disabilities that can satisfy Remington College’s admission requirements and recognizes such person’s right to participate in or benefit from the educational programs offered by Remington College. When necessary, Remington College will make reasonable accommodations to enable students to participate in the programs offered by Remington College.

**ACCOMMODATIONS FOR DISABLED INDIVIDUALS**
When necessary, Remington College will make reasonable accommodations to enable students with disabilities to participate in the programs offered by Remington College.

If an applicant or current student has a disability that might require an accommodation, notice must be given to Remington College so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While Remington College 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 Remington College notice of their disability sufficiently in advance of their selected start date to enable Remington College to provide an accommodation timely. If Remington College does not receive sufficient advance notice of a disability, the applicant’s start date may be delayed.

Students who have been attending classes and subsequently need to have a disability accommodated must notify the Director of Education at Remington College 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 Remington College. Some accommodations take time to implement, and thus, students must give Remington College notice sufficiently in advance of the date when an accommodation needs to be made to enable Remington College to make an accommodation that will meet the students’ needs and avoid the interruption of their participation in a program.

Remington College has certain facilities and services available to enable disabled individuals who are otherwise qualified for admission to Remington College to participate in Remington College’s 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 Remington College. If Remington College 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. Remington College 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 this Catalog is also available to address the concerns and needs of disabled students. Remington College 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 Remington College’s Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator regarding Remington College’s 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 College, 7131 Business Park Lane, Lake Mary, FL 32746, and the toll-free telephone number is 800-333-2755.

**TUITION AND ADDITIONAL FEES**

**Program Tuition**

Tuition is the amount students will be charged in accordance with the terms of the Application and Enrollment Agreement as the cost of program in which they have enrolled and includes books, supplies and equipment necessary for the program. Tuition charges and any additional fees applicable are set forth in the addendum to the Catalog provided during the enrollment process and are set forth specifically in the Application and Enrollment Agreement.

**Cosmetology Diploma Program**

Tuition is posted to the student’s account based on the amount calculated by multiplying the scheduled clock hours in a payment period (term) at the cost per clock hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period (term), then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

**All Other Programs**

Tuition is posted to the student’s account based on the amount calculated by multiplying the scheduled credit hours in a payment period (term) at the cost per credit hour rate specified in the Application and Enrollment Agreement. If the student drops or is dropped before the completion of the payment period (term), then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

**Damaged Property Fees**

Students will be charged for the repair or replacement of any Remington College property lost or damaged by a student or stolen while in the student’s custody. This includes damage to any part of the building or its immediate surroundings, as well as to damage to instructional equipment, including computers.

**Non-Sufficient Funds Fee**

A fee of $25.00 will be charged on all checks returned by the bank for non-sufficient funds.
Replacement of Diploma Fee
Graduates will be charged $25.00 for a duplicate copy of their diploma.

Transcript Fee
Students may obtain academic transcripts free of charge from Remington College. Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has unpaid financial or other remaining obligations to Remington College, in which case the graduate may receive an unofficial transcript only. Former students or graduates will be charged $10.00 per transcript for additional official or unofficial transcripts.

Payment Policy
All Tuition and fees shall be due and payable in accordance with the terms of the Application and Enrollment Agreement executed by the student, which provides that Tuition and fees for the program are due and payable in full prior to the first day of classes. As set forth in the Application and Enrollment Agreement, Remington College may permit the student to make payment of some or all of the Tuition at a later date but shall have no obligation to do so, and any decision to allow payment at a later date shall be in the sole discretion of Remington College.

Remington College will grant students a Tuition payment deferral if, and only if, Remington College has a reasonable basis to believe that the student will receive financial aid or other financial assistance from a funding source acceptable to Remington College, in its sole discretion, in an amount acceptable to Campus.

The student’s obligation to pay Tuition under the Application and Enrollment Agreement is not contingent upon the student receiving financial aid or financial assistance. Stated otherwise, the student will owe the Tuition due under the Application and Enrollment Agreement for the period the student attends, even if the student does not receive financial aid or other financial assistance or if the financial aid or other financial assistance received is inadequate to pay the student’s Tuition obligations in full.
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. Remington College 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.

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.

Remington College 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 Remington College by the student or the student’s parents. Remington College 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.

Remington College 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 Remington College 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 Remington College,
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 this 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;
  - 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.
- 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. Remington College 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 Remington College by the student or the student’s parents. Remington College 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. Remington College 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 Remington College 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 from the date 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, Remington College may require the student to pay the current amount owed to Remington College, 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.
Enforcement and Exit Interview and Loan Notification

The USDE requires that any students receiving a Federal Direct Loan be notified that their funds have been received by Remington College. The USDE requires that students withdrawing or graduating receive exit counseling. A representative of Remington College 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 Remington College has received on behalf of the student while the student was enrolled at Remington College, 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 Direct Subsidized Stafford Loan

Federal Direct Subsidized Stafford Loans are low interest loans that are made to eligible students directly from the U.S. Department of Education. The Federal Direct 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 Direct Unsubsidized Stafford Loan

Federal Direct Unsubsidized Stafford Loans are loans made to eligible students directly from the U.S. Department of Education. 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 Direct PLUS Loan

Federal Direct PLUS Loans are available to parents of dependent students to help pay for the educational expenses of the student. Federal Direct 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 Direct 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 Direct PLUS Loan.

Non-Federal Loan Options

In addition to the federal loans referenced above, Remington College 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 Remington College. Accordingly, Remington College 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.

Page 13
Remington College’s Columbia Campus Location
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.

ACADEMIC ACHIEVEMENT SCHOLARSHIP
The Academic Achievement Scholarship is available to students enrolling for the first time in one of the programs designated for participation in the Academic Achievement Scholarship program, and who satisfy the eligibility requirements set forth below and begin their course of study on or after December 3, 2012. The Academic Achievement Scholarship is not available to re-enrolling or re-entering students.

The amount of an Academic Achievement Scholarship is $500 per academic year (typically 9 months). To be eligible to receive an Academic Achievement Scholarship, a student must have 1) graduated from high school in 2008 or later with a cumulative high school grade point average of 3.00 or higher based on a 4.00 scale and 2) submitted an Academic Achievement Scholarship Application.

For a list of the programs designated for participation in the Academic Achievement Scholarship program or to obtain additional information or an application form, contact the Student Finance Department.

NEW CAREER SUCCESS SCHOLARSHIP
The New Career Success Scholarship is available to students enrolling in Remington College for the first time that can satisfy the eligibility requirements set forth below and begin their course of study in one of the programs designated for participation in the New Career Success Scholarship program on or after December 3, 2012. The New Career Success Scholarship is not available to re-enrolling or re-entering students.

The New Career Success Scholarship provides $1,000 per program to students enrolled in eligible diploma programs. To be eligible to receive a New Career Success Scholarship, a student must a) demonstrate Financial Need, as determined by the Student Finance Department at the Remington College Campus the student attends and b) submit a New Career Success Scholarship Application and satisfy the eligibility criteria set forth therein.

Financial Need means that the Total Income reflected on the student’s Institutional Student Information Report (ISIR) is less than or equal to the Median Family Income in the state in which the Campus is located. The Median Family Income is obtained from information published by the U.S. Census Bureau.

For a list of the programs designated for participation in the New Career Success Scholarship program or to obtain additional information or an applicant form, contact the Student Finance Department.

CAMPUS HIGH SCHOOL SCHOLARSHIP PROGRAM
The Campus offers one $500 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.
STUDENT SERVICES

ACADEMIC ADVISEMENT

Students’ primary sources of assistance with regard to their academic program are the Department Chairpersons and the Campus Director of Education. Concerns or questions regarding specific courses can be directed to the instructors.

Students who are experiencing difficulty with a course are urged to seek assistance from their instructor. Campus faculty members, along with the Department Chairperson and Campus Director of Education, are typically available for academic advisement to discuss a student’s academic progress, tutoring opportunities, or other topics related to a student’s program of study.

CAREER SERVICES

REMINGTON COLLEGE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT BEFORE OR AFTER GRADUATION.

The Campus has a Career Services Department that is available to assist students in their efforts to obtain employment after graduation. The availability of the Career Services Department and the assistance it provides is not a guarantee or assurance that the student will obtain employment.

The Career Services Department offers the following services:

- Assistance to students with the design of resumes as well as the completion of employment applications for both full-time and part-time employment opportunities.
- Assistance to students with job interviewing techniques, advice on professional appearance and job interview follow-up techniques.
- Extends invitations to prospective employers to visit the Campus, interview graduating students, present employment opportunities, administer employment tests, and offer employment applications to graduating students.

COUNSELING

The Campus does not employ a licensed counselor, but maintains a list of agencies that provide counseling services to assist students with coping skills, who are in abusive relationships, have a drug dependency, need grief counseling, etc. The referral list can be accessed by visiting any department chair, the front desk receptionist, the Director of Education, or the Campus President.

HEALTH, SECURITY, AND SAFETY

Students are responsible for their own security and safety both on Campus and off Campus, and must be considerate of the security and safety of others. Remington College accepts no responsibility or obligation whatsoever for any student’s personal belongings that are lost, stolen, or damaged, whether on or off Campus premises or during any Campus activities. Remington College accepts no responsibility or obligation with respect to any alterations or disputes between students, whether on or off Remington College's premises or for any damages or injuries arising therefrom. Students should immediately report any medical, criminal, or other emergency occurring on the Campus premises to the Campus President or the Director of Education (or any other Campus official if the Campus President or Director of Education are not available). Upon receipt of any report of a medical or criminal emergency, Remington College may, on behalf of the student, obtain the services of medical or security professionals, as required. Following a criminal emergency, Remington College may require the reporting student to confirm in writing the details of the criminal emergency reported.

Classrooms and laboratories are designed to meet the requirements of the various federal, state and local building codes, and the board of health and fire marshal regulations.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Remington College to provide information on its security policies and procedures and specific statistics for criminal incidents and arrests on Campus to students and employees, and to make such information and statistics available to prospective students and employees upon request. Students or prospective students may obtain this information from the Campus Director of Education or the Campus President.

Students may also obtain this information at any time by visiting the following website: http://studentinfo.remingtoncollege.edu/.
HOUSING
Remington College does not operate its own housing facilities, nor does it endorse or supervise any particular housing complex.

LIBRARY OR INFORMATION RESOURCE CENTER
The Information Resource Center ("IRC") maintains materials which support the academic programs of the Campus. The IRC is located in the same facility as the Campus and is accessible to students during and outside classroom hours on all regularly scheduled class days. Students also have access to a collegiate-level online library at Remington College or may log in from locations outside the Campus. (The terms “library,” “Information Resource Center,” “Learning Resource System,” “Learning Resource Center,” or other similar designations may be used interchangeably by Remington College.)

ORIENTATION
Staff and faculty members conduct one or more orientation sessions for new students. Orientation sessions generally provide information on program schedules, Campus policies and procedures, overview of student’s financial aid responsibilities, services offered by the Career Services Department, the Code of Student Conduct, and other issues which may be of interest to students.

PROFESSIONAL ASSOCIATIONS OR CLUBS
If a student is interested in membership in professional associations or clubs, he or she can meet with the Campus Director of Education to discuss and arrange for such memberships.
PROGRAMS OF STUDY

This catalog lists programs offered by the Campus as of the date this catalog was published. Any additions or changes to the catalog’s required disclosures will be published as an addendum to this catalog.

CLASS SCHEDULING/HOURS OF OPERATION/CLASS SIZE

Typically, classes, other than classes offered in the Cosmetology Diploma Program, are scheduled between the hours of 9:00 a.m. and 10:30 p.m., Monday through Thursday. Most students will attend class five hours per day. The typical class schedule for the Cosmetology Diploma Program is Monday through Friday 9:00 a.m. to 4:30 p.m. The scheduled program meeting hours are provided on the Application and Enrollment Agreement.

Administrative office hours may differ from scheduled class hours.

Classes are offered and scheduled by Remington College in sequences or combinations to allow the student to complete the program in a timely manner. Remington College reserves the right to alter schedules so that proper facilities, equipment, and faculty are available. While the maximum number of students enrolled in a Program other than the Cosmetology Program in typical classroom setting is 40 and in a typical laboratory setting is 24, as a general rule, classes are usually smaller than the maximum. The maximum number of Cosmetology students in a typical classroom or laboratory setting is 20 for each instructor.

The sequence in which courses are taught during the program may change at the discretion of the Education Department. Prerequisites for all courses are listed in the Course Description Section of this College Catalog.

EXPLANATION OF COURSE NUMBERING SYSTEM

The course numbering system is a classification system based on course content and level of program. A course is identified by a prefix and level code.

- Prefix – An abbreviation is used to identify the program or content area. For example: MA represents Medical Assisting.
- Level – A number follows the prefix.

Admissions Criteria 100 and 200 Level Courses – The diploma programs use 100 or 1000 and 200 or 2000 level numbers. The first digit typically indicates the level of the course. Lower division courses in the diploma programs are given a 100 or 1000 level number. Courses in the upper division of the diploma programs that may have a prerequisite requirement are given a 200 or 2000 level number.

EDUCATIONAL EQUIPMENT

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

- Cosmetology equipment may include: mannequins, hydraulic styling chairs, shampoo bowls, manicure tables, foot spas, and facial beds.
- 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.
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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Clock Hours</th>
<th>Lecture</th>
<th>Lab</th>
<th>Externship</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS I - A</td>
<td>COS I - A</td>
<td></td>
<td>40</td>
<td>85</td>
<td>0</td>
</tr>
<tr>
<td>COS I - B</td>
<td>COS I - B</td>
<td></td>
<td>40</td>
<td>85</td>
<td>0</td>
</tr>
<tr>
<td>COS I - C</td>
<td>COS I - C</td>
<td></td>
<td>25</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>COS II - A</td>
<td>COS II - A</td>
<td></td>
<td>20</td>
<td>105</td>
<td>0</td>
</tr>
<tr>
<td>COS II - B</td>
<td>COS II - B</td>
<td></td>
<td>20</td>
<td>105</td>
<td>0</td>
</tr>
<tr>
<td>COS II - C</td>
<td>COS II - C</td>
<td></td>
<td>20</td>
<td>105</td>
<td>0</td>
</tr>
<tr>
<td>COS II - D</td>
<td>COS II - D</td>
<td></td>
<td>20</td>
<td>105</td>
<td>0</td>
</tr>
<tr>
<td>COS II - E</td>
<td>COS II - E</td>
<td></td>
<td>20</td>
<td>105</td>
<td>0</td>
</tr>
<tr>
<td>COS II - F</td>
<td>COS II - F</td>
<td></td>
<td>20</td>
<td>105</td>
<td>0</td>
</tr>
<tr>
<td>COS III - A</td>
<td>COS III - A</td>
<td></td>
<td>0</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>COS III - B</td>
<td>COS III - B</td>
<td></td>
<td>0</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>COS III - C</td>
<td>COS III - C</td>
<td></td>
<td>15</td>
<td>110</td>
<td>0</td>
</tr>
</tbody>
</table>

Total: 240 1260 0
The Medical Assisting Diploma Program provides training in both administrative and clinical procedures, including the basic elements of coding for the healthcare and insurance industries. The objective of this Program is to prepare graduates for entry-level positions such as medical assistant, clinical or medical administrative assistant, insurance billing clerk, medical biller, collections and billing clerk, or medical receptionist in work locations such as hospitals, clinics, nursing homes, medical supply businesses, and home health agencies.

Program completion normally requires 12 months for full-time students. The Program is divided into 12 monthly academic periods (modules) comprised of 11 months of classroom and laboratory instruction and one externship period.

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD203</td>
<td>Career Development Fundamentals</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>CD204</td>
<td>Career Development Principles</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE116</td>
<td>Written Communication</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE117</td>
<td>Social Psychology</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE118</td>
<td>Speech Communication</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE119</td>
<td>General Psychology</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE204</td>
<td>Introduction to Algebra Part I</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE205</td>
<td>Introduction to Algebra Part II</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>HS111</td>
<td>Health Science Essentials</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>HS112</td>
<td>Health Science Business Procedures</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>HS114</td>
<td>Externship</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HS115</td>
<td>Law, Ethics, and Therapeutic Communication</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>MA111</td>
<td>Fundamentals of Medical Assisting</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>MA114</td>
<td>Medical Laboratory Procedures</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MA115</td>
<td>Specialty Exams, Urinalysis, and Microbiology</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MA116</td>
<td>Pharmacology</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>MA118</td>
<td>Cardiac Specialty Procedures</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>MA119</td>
<td>Reimbursement</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>MA122</td>
<td>Nervous and Digestive Systems</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>MA124</td>
<td>Coding and Billing</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>MA133</td>
<td>Capstone and Certification Preparation</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MA136</td>
<td>Healthcare Insurance Applications</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>MA139</td>
<td>Healthcare Insurance</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

Total: 520  360  160  64
MEDICAL BILLING AND CODING

Diploma
9 Months

The Medical Billing and Coding Diploma Program provides training in the basic elements of insurance coding, such as medical abbreviations, computerized medical billing, medical records management, compliance, medical terminology, and medical 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.

Program completion normally requires nine months for full-time students.

The Medical Billing and Coding Diploma Program is divided into eight monthly academic periods and one externship period. 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.

Graduates may qualify to take the examinations to become a Certified Coding Associate (CCA) through the American Health Information Management Association (AHIMA); and a Certified Professional Coder-Apprentice (CPC-A), Certified Professional Coder-Hospital-Apprentice (CPC-H-A), or Certified Professional Coder-Payer-Apprentice (CPC-P-A) through American Academy of Professional Coders (AAPC). Graduates must become members of AAPC to take the AAPC examinations. Additional information is available at http://www.ahima.org/certification and http://www.aapc.com.

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lecture</td>
<td>Lab</td>
</tr>
<tr>
<td>CD203</td>
<td>Career Development Fundamentals</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>CD204</td>
<td>Career Development Principles</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE111</td>
<td>Basic Math for Allied Health</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE121</td>
<td>Intermediate Math for Allied Health</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE152</td>
<td>Social Psychology</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>GE155</td>
<td>English Composition</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>MI115</td>
<td>Anatomy and Physiology for Mechanical Structures</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>MI125</td>
<td>Anatomy and Physiology for Visceral Structures</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>MI134</td>
<td>Introduction to Medical Coding</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>MI145</td>
<td>Medical Records Management</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>MI154</td>
<td>CPT Coding for Medical Office Applications</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>MI168</td>
<td>CPT Coding for Hospital Applications</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>MI188</td>
<td>Medical Office Management</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>MI194</td>
<td>Externship</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MI197</td>
<td>ICD-10 Codes</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td>380</td>
<td>260</td>
</tr>
</tbody>
</table>
PHARMACY TECHNICIAN
DIPLOMA
13 Months (53 Weeks)

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 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 in work locations such as retail or mail-order pharmacies, hospitals, nursing homes, and assisted-living facilities.

Program completion normally requires 49 weeks of instruction for full-time students, which are delivered over a 53 week period that includes scheduled break times. The Program is divided into 12 monthly academic periods (modules) comprised of 11 months of classroom/laboratory instruction and one 200 hour externship period.

In order to be eligible for the externship period, students must successfully complete all courses in the academic periods and must have earned a minimum cumulative GPA of 2.0.

Students enrolling in the Pharmacy Technician Program will be subject to one or more background check(s) and drug screening(s). The state of South Carolina requires pharmacy technicians to be registered. Additional information is available at [http://www.llr.state.sc.us/pol/pharmacy/](http://www.llr.state.sc.us/pol/pharmacy/).

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Clock Hours</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD203</td>
<td>Career Development Fundamentals</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>CD204</td>
<td>Career Development Principles</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE116</td>
<td>Written Communication</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE117</td>
<td>Social Psychology</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE118</td>
<td>Speech Communication</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE119</td>
<td>General Psychology</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE204</td>
<td>Introduction to Algebra Part I</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>GE205</td>
<td>Introduction to Algebra Part II</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>HS111</td>
<td>Health Science Essentials</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>HS112</td>
<td>Health Science Business Procedures</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>HS115</td>
<td>Law, Ethics, and Therapeutic Communication</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>PT111</td>
<td>Pharmacy Practice</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>PT112</td>
<td>Dosage Calculation</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>PT115</td>
<td>Therapeutics and Pharmacy Law</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>PT117</td>
<td>Therapeutics and Medical Safety</td>
<td>50</td>
<td>30</td>
</tr>
<tr>
<td>PT120</td>
<td>Pharmacy Technician Externship</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>PT121</td>
<td>Therapeutics, Prescription Entry, and Billing</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>PT122</td>
<td>Sterile Products and Quality Assurance</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>PT123</td>
<td>Extemporaneous Compounding and Inventory Management</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>PT124</td>
<td>Capstone and Certification Preparation</td>
<td>10</td>
<td>30</td>
</tr>
</tbody>
</table>

Total: 510 370 200 64
# COURSE DESCRIPTIONS

Course descriptions include the course number, title, synopsis, and credit hours. Courses offered in diploma programs also include the lecture/theory hours, laboratory hours, and externship hours. For example, “40/0/0” indicates that the course consists of 40 hours of lecture/theory, 0 hours of laboratory work, and 0 hours of externship.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Title</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD203</td>
<td>1.00</td>
<td>Career Development Fundamentals 20/0/0</td>
<td>None</td>
</tr>
<tr>
<td>CD204</td>
<td>1.00</td>
<td>Career Development Principles 20/0/0</td>
<td>None</td>
</tr>
<tr>
<td>COS I - A</td>
<td>0</td>
<td>This course is an introduction to the cosmetology industry and the basic services cosmetologists perform. Coursework covers the history of cosmetology, levels of opportunity within the industry, rules and regulations set forth by the state board of cosmetology, communication, success skills, and professional image. The course also includes basic instruction and practice in manicure and pedicure procedures, skin care and facials, and scalp and hair care services. As a part of their training, students are expected to perform clean-up duties such as sweeping, mopping, cleaning counters and equipment, and laundering towels.</td>
<td>None</td>
</tr>
<tr>
<td>COS I - B</td>
<td>0</td>
<td>In this course, basic anatomy and physiology, properties of hair and scalp, and the basics of chemistry and electricity are studied. This course also includes practice in the skills of chemical relaxing, permanent waving, and hair color principles and techniques.</td>
<td>None</td>
</tr>
<tr>
<td>COS I - C</td>
<td>0</td>
<td>This course focuses on the study and practice of hair design, hair shaping (cutting), thermal styling, product knowledge of shampoos and conditioners, shampooing techniques, draping, and client protection and safety.</td>
<td>None</td>
</tr>
<tr>
<td>COS II - A</td>
<td>0</td>
<td>This course includes performing services for clients in a professional salon setting. Classroom and lab instruction and practice includes braiding and extensions, wig styling and care, and chemical texturizing, such as permanent waving concepts, and hair color theory and applications.</td>
<td>COS I - A, COS I - B, COS I - C</td>
</tr>
<tr>
<td>COS II - B</td>
<td>0</td>
<td>This course includes performing client services and practicing shampooing and proper draping techniques. Hair color techniques such as frosting and tipping are introduced. Classroom and lab instruction includes histology of the skin, hair removal and facial services.</td>
<td>COS I - A, COS I - B, COS I - C</td>
</tr>
<tr>
<td>Course Code</td>
<td>Quarter Credit Hours</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>COS II - C</td>
<td>20/105/0</td>
<td>This course includes facial make-up and artistry, structure and growth of the nails, nail art, and hair coloring techniques such as foil highlighting and framing. Practice continues in manicure and pedicure skills, as well as other services that may be requested by clients. Prerequisite(s): COS I - A, COS I - B, COS I - C</td>
<td></td>
</tr>
<tr>
<td>COS II - D</td>
<td>20/105/0</td>
<td>This course provides an introduction to salon management and a refresher for state rules and regulations as they pertain to bacteriology and sanitation. Focus of instruction is on client services, skills practice, front desk procedures, and inventory control. Prerequisite(s): COS I - A, COS I - B, COS I - C</td>
<td></td>
</tr>
<tr>
<td>COS II - E</td>
<td>20/105/0</td>
<td>This course is designed to refresh students on the subject of anatomy and physiology, and how cosmetology services and products can affect the body. Basic chemistry is reviewed through instruction on creating custom formulas of hair color and lighteners. Salon practice of hairstyling, cutting, and other basic services continues. Prerequisite(s): COS I - A, COS I - B, COS I - C</td>
<td></td>
</tr>
<tr>
<td>COS II - F</td>
<td>20/105/0</td>
<td>This course includes the study of shampoos and conditioning products and the practice of styling, shaping, chemical relaxing and curl reformation. This course also includes performing services for clients and models in a professional salon setting. Prerequisite(s): COS I - A, COS I - B, COS I - C</td>
<td></td>
</tr>
<tr>
<td>COS III - A</td>
<td>0/125/0</td>
<td>This course propels students further into the professional salon environment. Students are instructed to practice and perfect their skills in a salon setting, performing a variety of services for clients and models, scheduling appointments and practicing salon management. Focus of practice is on hair design and shaping. Prerequisite(s): COS II - A, COS II - B, COS II - C, COS II - D, COS II - E, COS II - F</td>
<td></td>
</tr>
<tr>
<td>COS III - B</td>
<td>0/125/0</td>
<td>This course includes performing services for clients and models, and maintaining client records in a salon setting. Focus of practice is on hair lightening and framing, as well as nail and skin care. Prerequisite(s): COS II - A, COS II - B, COS II - C, COS II - D, COS II - E, COS II - F</td>
<td></td>
</tr>
<tr>
<td>COS III - C</td>
<td>15/110/0</td>
<td>This course includes performing services for clients and models, and maintaining client records in the salon setting. Focus of practice is on permanent waving and chemical relaxing. This course also includes completion of a practical exam, or “Mini-Board” on all the previously taught courses to prepare students for licensing. Prerequisite(s): COS II - A, COS II - B, COS II - C, COS II - D, COS II - E, COS II - F</td>
<td></td>
</tr>
<tr>
<td>GE111</td>
<td>1.00 Quarter Credit Hour</td>
<td>Basic Math for Allied Health 20/0/0</td>
<td>This course is designed to provide a fundamental understanding of math concepts commonly used in allied health professions. It includes discussion of basic algebra, scientific notation, and dosage calculation. Prerequisite(s): None</td>
</tr>
<tr>
<td>GE116</td>
<td>2.00 Quarter Credit Hours</td>
<td>Written Communication 20/0/0</td>
<td>This course is designed to introduce written communication skills. Topics include professional tone, features of effective documentation, and organization of facts and concepts in written works. Prerequisite(s): None</td>
</tr>
<tr>
<td>Course Code</td>
<td>Quarter Credit Hours</td>
<td>Course Title</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GE117</td>
<td>2.00 Quarter Credit Hours</td>
<td>Social Psychology</td>
<td>This survey course is designed to provide students with an understanding of the social and biological determinants of human behavior. Coursework includes the examination of personality and learning.</td>
</tr>
<tr>
<td>GE118</td>
<td>2.00 Quarter Credit Hours</td>
<td>Speech Communication</td>
<td>This course explores the theory and practice of speech communication behavior in one-on-one, small-group, and public communication situations.</td>
</tr>
<tr>
<td>GE119</td>
<td>2.00 Quarter Credit Hours</td>
<td>General Psychology</td>
<td>This survey course is designed to provide students with an understanding of the cognitive determinants of human behavior. Coursework includes the examination of memory, thought, motivation, emotion, and psychological disorders.</td>
</tr>
<tr>
<td>GE121</td>
<td>1.00 Quarter Credit Hour</td>
<td>Intermediate Math for Allied Health</td>
<td>This course is designed to provide a fundamental understanding of math concepts commonly used in allied health professions. It includes discussion of dosage calculation and basic statistics.</td>
</tr>
<tr>
<td>GE152</td>
<td>2.50 Quarter Credit Hours</td>
<td>Social Psychology</td>
<td>This course is designed to introduce students to psychological principles and techniques that can be used to develop a better understanding of one’s self as well as ways to build healthy relationships with others in today’s diverse work environment. Particular emphasis is placed on coping with challenge, conflict, and stress.</td>
</tr>
<tr>
<td>GE155</td>
<td>2.50 Quarter Credit Hours</td>
<td>English Composition</td>
<td>This course is designed to provide students with instruction and practice in writing for both personal and professional purposes. Composition assignments reinforce correct grammar and acceptable writing techniques while emphasizing research skills for creating coherent and purposeful documents of an expository and persuasive nature.</td>
</tr>
<tr>
<td>GE204</td>
<td>2.00 Quarter Credit Hours</td>
<td>Introduction to Algebra I</td>
<td>This course focuses on the use of whole numbers, integers, fractions, decimals, and variable expressions as methods of problem solving. The goal of the course is to develop proficiency in the foundational elements of mathematics.</td>
</tr>
<tr>
<td>GE205</td>
<td>2.00 Quarter Credit Hours</td>
<td>Introduction to Algebra II</td>
<td>This course focuses on the use of equations, proportions, percentages, and basic statistics as methods of problem solving. The goal of the course is to develop proficiency in mathematical calculations.</td>
</tr>
<tr>
<td>HS111</td>
<td>3.50 Quarter Credit Hours</td>
<td>Health Science Essentials</td>
<td>This course encompasses the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations, how to safely work with biohazardous materials and bloodborne pathogens, and an overview of HIV and hepatitis as they relate to healthcare providers. The basics of medical terminology including word roots, prefixes, suffixes, combining forms and word-building rules are presented along with terms used to describe and define anatomical locations. Coursework also includes training in basic first aid and certification in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED). Students must pass the CPR/first aid exam and practicum to pass this course. Medical documentation is also covered in this course.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Credit Hours</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| HS112      | Health Science Business Procedures         | 3.50         | This course is designed to introduce basic computer concepts and Microsoft office applications. The laboratory portion offers the opportunity to create Word documents, Excel spreadsheets, and PowerPoint presentations. Students are expected to apply the skills they learn to documents commonly used in the healthcare setting such as correspondence, spreadsheets, and patient education.  
**Prerequisite(s):** None |
| HS114      | Externship                                 | 6.00         | The externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under the supervision of a person with appropriate instructor credentials. Current CPR certification, current first aid certification, and the externship handbook standards for Hepatitis B vaccination must be obtained before beginning externship.  
**Prerequisite(s):** CD203, CD204, HS115, MA133 |
| HS115      | Law, Ethics, and Therapeutic Communication | 3.00         | This course focuses on guidelines affecting health laws and regulations on the federal and state levels. Emphasis is also placed on foundational communication skills for healthcare professionals who provide patient care.  
**Prerequisite(s):** HS111, HS112 |
| MA111      | Fundamentals of Medical Assisting          | 5.00         | This course provides an overview of the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) regulations to prepare students to work with biohazardous materials and bloodborne pathogens. This course also covers the profession of medical assisting and introduces phlebotomy and injections. Coursework includes an introduction to medical terminology and the structure, function, and pathophysiology of the skeletal and muscular systems.  
**Prerequisite(s):** None |
| MA114      | Medical Laboratory Procedures              | 3.50         | This course introduces the concepts of hematology, blood glucose, cholesterol, blood chemistry, special laboratory testing, blood typing, and Clinical Laboratory Improvement Amendments (CLIA)-waived testing. This course also covers the anatomy, physiology and terminology of the hematological and lymphatic systems. Laboratory instruction includes using a microscope, completing lab requisitions, and performing laboratory testing.  
**Prerequisite(s):** HS111, HS112, MA111 |
| MA115      | Specialty Exams, Urinalysis, and Microbiology | 3.50       | Specialty examinations are presented in this course, including obstetrics/gynecology, pediatrics, male reproductive, gerontology, and other examinations of the body. Urinalysis, one of the most frequently performed procedures in the medical office laboratory, is addressed in this course as well. Basic microbiology principles and procedures are also covered. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the urinary system; male and female reproductive systems; obstetrics; and child health.  
**Prerequisite(s):** HS111, HS112, MA111 |
| MA116      | Pharmacology                               | 2.00         | This course addresses the pharmacology skills and procedures needed by medical assistants in the ambulatory care setting, including pharmacology uses, sources, forms, delivery routes and the laws governing controlled substances. In addition, this course addresses the administration of drugs and performance of basic medication conversions and dosage calculations. Coursework includes an introduction to medical terminology; the structure, function, and pathophysiology of the endocrine and integumentary systems; and the terminology of pharmacology.  
**Prerequisite(s):** MA114, MA115 |
| MA118      | Cardiac Specialty Procedures              | 2.50         | This course examines the circulatory and respiratory systems including the structure and function of the heart, blood vessels, and lungs. The electrical pathways of the heart muscle are studied as a basis for electrocardiograms (EKGs).  
**Prerequisite(s):** MA114, MA115 |
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA119</td>
<td>Reimbursement</td>
<td>2.50</td>
<td>MA114, MA115</td>
</tr>
<tr>
<td>MA122</td>
<td>Nervous and Digestive Systems</td>
<td>2.50</td>
<td>MA114, MA115</td>
</tr>
<tr>
<td>MA124</td>
<td>Coding and Billing</td>
<td>5.00</td>
<td>MA114, MA115</td>
</tr>
<tr>
<td>MA133</td>
<td>Capstone and Certification Preparation</td>
<td>3.00</td>
<td>HS115, MA116, MA118, MA119, MA122, MA124, MA136, MA139</td>
</tr>
<tr>
<td>MA136</td>
<td>Healthcare Insurance Applications</td>
<td>2.50</td>
<td>MA114, MA115</td>
</tr>
<tr>
<td>MA139</td>
<td>Healthcare Insurance</td>
<td>2.00</td>
<td>MA114, MA115</td>
</tr>
<tr>
<td>MI115</td>
<td>Anatomy and Physiology for Mechanical Structures</td>
<td>5.00</td>
<td>None</td>
</tr>
<tr>
<td>MI125</td>
<td>Anatomy and Physiology for Visceral Structures</td>
<td>5.00</td>
<td>None</td>
</tr>
<tr>
<td>MI134</td>
<td>Introduction to Medical Coding</td>
<td>3.50</td>
<td>MI115, MI125</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
<td>Lecture/Half-Time/Practical</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>MI145</td>
<td>Medical Records Management</td>
<td>3.50</td>
<td>20/40/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This course teaches how to develop, evaluate, and implement a medical billing and record system used in the typical medical office compliant with HIPAA (Health Insurance Portability and Accountability Act). This course also introduces the management, legal and compliance requirements and responsibilities of a medical office. <strong>Prerequisite(s):</strong> MI115, MI125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MI154</td>
<td>CPT Coding for Medical Office Applications</td>
<td>5.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Students are instructed in coding rules for CPT and HCPCS coding systems and then applying the rules to correctly code patient services related to the doctor’s office environment. <strong>Prerequisite(s):</strong> GE111, MI115, MI125, MI145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MI168</td>
<td>CPT Coding for Hospital Applications</td>
<td>3.50</td>
<td>20/40/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Students are instructed in coding rules for CPT and HCPCS coding systems and then applying the rules to code patient services related to the hospital environment. <strong>Prerequisite(s):</strong> GE111, MI115, MI125, MI145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MI188</td>
<td>Medical Office Management</td>
<td>1.00</td>
<td>10/10/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This course is designed to prepare students for front-office management duties by providing instruction in information processing, telecommunications, and mail technology. Students are instructed to practice these skills in the lab portion of the course. <strong>Prerequisite(s):</strong> MI134, MI145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MI194</td>
<td>Externship</td>
<td>3.00</td>
<td>0/0/80</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Upon successful completion of all other courses in the Medical Billing and Coding Program, students are eligible to participate in an externship at an approved facility. The externship is designed to enable students to apply the principles and practices learned in the classroom. Externs are scheduled to work under the direct supervision of qualified personnel in participating institutions. Students must successfully complete their externship to fulfill the requirements for graduation. <strong>Prerequisite(s):</strong> MI154, MI168, MI188, MI197</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MI197</td>
<td>ICD-10 Codes</td>
<td>2.50</td>
<td>20/20/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Upon successful completion of all other courses in the Medical Billing and Coding Program, students are eligible to participate in an externship at an approved facility. The externship is designed to enable students to apply the principles and practices learned in the classroom. Externs are scheduled to work under the direct supervision of qualified personnel in participating institutions. Students must successfully complete their externship to fulfill the requirements for graduation. <strong>Prerequisite(s):</strong> GE111, MI115, MI125, MI145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT111</td>
<td>Pharmacy Practice</td>
<td>5.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This course introduces essential skills and responsibilities of a pharmacy technician in various pharmacy settings. After providing an overview of the evolution of pharmacy practice, the course discusses foundational concepts such as basic pharmacy procedures, common drugs and abbreviations, and the pharmacy billing system. <strong>Prerequisite(s):</strong> None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT112</td>
<td>Dosage Calculation</td>
<td>3.50</td>
<td>40/20/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This course focuses on the prevention of medication misadventures in various pharmacy practice settings through accurate prescription interpretation and dosage calculations. Verification of the measurement, preparation, and packing of medications is also discussed in this course. <strong>Prerequisite(s):</strong> HS111, HS112, PT111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT115</td>
<td>Therapeutics and Pharmacy Law</td>
<td>3.50</td>
<td>20/40/0</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This course addresses the structure, function, and pathology of the digestive, reproductive, skeletal, and endocrine systems. Drug classifications, medications, drug actions, and medication preparation for these systems are covered. Laws and standards regulating the field of pharmacy are also a focus of this course. <strong>Prerequisite(s):</strong> PT112, PT121</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PT117  5.00 Quarter Credit Hours
Therapeutics and Medical Safety  50/30/0
This course addresses the structure, function, and pathology of the circulatory, cardiovascular, and respiratory systems. Drug classifications, medications, drug actions, and medication preparation for these systems are covered. Emphasis is also placed on prescription and over-the-counter medication safety.
Prerequisite(s): PT112, PT121

PT120  7.00 Quarter Credit Hours
Pharmacy Technician Externship  0/0/200
This externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in retail, community practice, or other appropriate settings under the supervision of a person with appropriate instructor credentials. Current CPR certification, current first aid certification, and the externship handbook standards for Hepatitis B vaccination must be obtained before beginning externship.
Prerequisite(s): PT124

PT121  5.00 Quarter Credit Hours
Therapeutics, Prescription Entry, and Billing  40/40/0
This course addresses the structure, function, and pathology of the integumentary, ophthalmic, optic, nervous, and muscular systems. Drug classifications, medications, drug actions, and medication preparation for these systems are covered. Billing, payment collection, and reimbursement are also a focus of this course.
Prerequisite(s): HS111, HS112, PT111

PT122  4.00 Quarter Credit Hours
Sterile Products and Quality Assurance  40/20/0
This course is designed to introduce aseptic compounding and sterile products. Emphasis is also placed on the principles and procedures of quality assurance and on the risk levels for various compounded sterile preparations. Students must pass the Sterile Products Certification exam to pass this course.
Prerequisite(s): PT112, PT121

PT123  5.00 Quarter Credit Hours
Extemporaneous Compounding and Inventory Management  40/40/0
This course covers extemporaneous compounding equipment, techniques, preparation, and labeling. Management of inventory and purchasing systems is also included in this course.
Prerequisite(s): PT112, PT121

PT124  2.00 Quarter Credit Hours
Capstone and Certification Preparation  10/30/0
This course is designed to review and integrate pharmacy technology concepts taught throughout the program and to serve as preparation for a nationally accredited pharmacy technician certification examination.
Prerequisite(s): HS115, PT115, PT117, PT121, PT122, PT123
ACADEMIC STANDARDS

GRADING LEGEND
Academic standing at the Campus is based on the grading system below. The following grading scale shall apply to all students:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
<th>Score</th>
<th>Points</th>
<th>Included in GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90% to 100%</td>
<td>4.0</td>
<td>Y</td>
</tr>
<tr>
<td>B</td>
<td>Very Good</td>
<td>80% to 89%</td>
<td>3.0</td>
<td>Y</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>70% to 79%</td>
<td>2.0</td>
<td>Y</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60% to 69%</td>
<td>1.0</td>
<td>Y</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0% to 59%</td>
<td>0.0</td>
<td>Y*</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>TR**</td>
<td>Transfer Credit</td>
<td>0.0</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>TR-A***</td>
<td>Transfer Credit</td>
<td>90% to 100%</td>
<td>4.0</td>
<td>Y</td>
</tr>
<tr>
<td>TR-B***</td>
<td>Transfer Credit</td>
<td>80% to 89%</td>
<td>3.0</td>
<td>Y</td>
</tr>
<tr>
<td>TR-C***</td>
<td>Transfer Credit</td>
<td>70% to 79%</td>
<td>2.0</td>
<td>Y</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.0</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

*For exceptions, see Repeating a Course section.
**TR designates credits transferred from any college other than a Remington College campus.
***TR-A, TR-B, and TR-C designates credits transferred from another Remington College campus. The A, B, or C indicates the grade the student received at the other Remington College campus.

At the successful completion of all courses in a program, the student is eligible to receive a diploma provided the program has been completed with no less than a 2.0 Cumulative Grade Point Average ("CGPA"). The grade point average for the Grading Period is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outline set forth above and dividing by the total number of credits for the Grading Period. Students will be provided progress reports of their academic status at the conclusion of each Grading Period. Progress records are maintained in a software application designed for management of higher education records. Data is updated nightly and stored off site. Progress records for active students are also maintained in fireproof, lockable file cabinets at the Campus.

WITHDRAWAL FROM A COURSE
Students who withdraw (voluntarily or involuntarily) from a course after the drop/add period will be assigned the following grade(s):
- A "W" if student drops/is dropped before 50% of Grading Period is completed.
- A "W" if more than 50% of the Grading Period has been completed AND student has a passing grade at the point in time when student drops/is dropped.
- An "F" if failing after 50% of Grading Period.

REPEATING A COURSE
If a required course is failed, it must be taken again. 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. Students who repeat courses will be charged to repeat the course at the cost per credit hour as set forth in the Application and Enrollment Agreement.

INCOMPLETE GRADES
If a student fails to complete a course, a grade of "I" (incomplete) may be temporarily recorded. Course requirements must be completed and submitted on or before the seventh day from the last day of the term (for example: if the term ends on Thursday, then all course requirements must be submitted not later than Thursday of the following week).

GRADES IN ERROR
If a student believes he/she received a grade in error, the student may request a review of the grade received. The request must be made in writing to the Director of Education within 30 days of the end of the Grading Period for which the grade is disputed. (Students who are not satisfied with the results of the requested review may file a grievance. See Dispute Resolution Procedures and Alternatives Section.)
LEAVE OF ABSENCE
Remington College will allow a student enrolled in a non-degree program to apply for a leave of absence ("LOA") from their program of up to one hundred fifty (150) calendar days from the students last date of attendance prior to the commencement of the LOA. A student is only eligible for one LOA during each program of study. A LOA may only start at the beginning of a module. A written request for a LOA must be submitted by the student on a LOA Application Form, which may be obtained from the Campus President. A LOA will not be granted unless Remington College’s Chief Academic Officer determines that there is a reasonable expectation the student will resume their program within the LOA period. Students enrolled in programs that are being discontinued will not be granted a leave of absence if, upon returning from a leave of absence, the student will not be able to complete the program prior to its termination because of limited course availability. All LOA requests must be reviewed and approved by Remington College’s Chief Academic Officer. If a medical emergency prevents the student from applying in writing in advance, the Chief Academic Officer may approve an exception, in his sole discretion, based on the individual circumstances. A student’s failure to return from a leave of absence may impact the loan repayment terms of a student’s Title IV program loans including the exhaustion of the student’s entire grace period.

SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS
All students must meet Remington College’s minimum standards of academic achievement and course completion progress requirements while enrolled at Remington College. Remington College’s satisfactory academic progress standards ("SAP") have two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages be achieved as of certain measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe.

The qualitative and quantitative components of SAP are evaluated as of each Minimum Measurement Point based upon grades, credit or clock hours attempted and credit or clock hours completed as indicated on a student’s transcript as of the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached. Minimum Measurement Points occur at the end of each Financial Aid Payment Period and in addition thereto, at the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in Modules, and Minimum Measuring Point in Clock Hours Attempted indicated in the charts below.

Remington College’s satisfactory academic progress standards are the same for all students without regard to whether they receive financial assistance under Title IV, HEA programs ("Title IV") or other financial aid and without regard to whether they are a full-time or part-time student.

A student that fails to satisfy the SAP requirements at any Minimum Measuring Point and is not placed on either Financial Aid Warning or Financial Aid Probation status shall no longer be eligible to receive assistance under the Title IV programs.

SATISFACTORY ACADEMIC PROGRESS DEFINITIONS
“Appeal” means the appeal by a student of a determination by the School that a student has not meet the SAP requirements and is commenced by submitting an Appeal Request in compliance with the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

“Appeal Procedures” means the procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog that a student must follow to Appeal a determination that a student has failed to satisfy SAP standards and to obtain Financial Aid Probation status.

“Appeal Request” means a written document that contains the information required by the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

“CGPA” means a student’s cumulative grade point average calculated as set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Grading Period” 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.

“Financial Aid Probation” means the status assigned by the School to a student who (i) is on Financial Aid Warning status and fails to make satisfactory academic progress at the end of the first Financial Aid Payment Period or other Minimum Measuring Point occurring after student was placed on Financial Aid Warning status; (ii) has appealed the SAP failure determination made by the School and (iii) after considering the Appeal, the School has determined the student should be able to meet SAP requirements in the next Financial Aid Payment Period or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

Remington College’s Columbia Campus Location
“Financial Aid Warning” means the status assigned to a student who is on SAP Met status and subsequently fails to satisfy SAP requirements at the end of a Financial Aid Payment Period or as of any other Minimum Measuring Point.

“Minimum CGPA” shall have the meaning set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Percentage of Total Clock Hours in Program Completed Requirement” shall have the meaning set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog and the specific Minimum Percentage of Total Clock Hours in Program Completed Requirement as of each Minimum Measuring Point for various programs are delineated in the Minimum Clock Hours Completed Requirements (Diplomas Non-Cosmetology) and Minimum Clock Hours Completed Requirements (Diplomas Cosmetology) charts set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measuring Point in Clock Hours Attempted” shall have the meaning set forth in the Quantitative Component of Satisfactory Academic Progress section of this Catalog and the specific cumulative clock hour blocks which comprise the Minimum Measuring Point in Clock Hours Attempted for various programs are delineated in the Minimum Clock Hours Completed Requirements (Diplomas Non-Cosmetology) and Minimum Clock Hours Completed Requirements (Diplomas Cosmetology) charts set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measuring Point in Modules” shall mean the modules indicated in the Minimum CGPA Requirement (Diplomas – Non Cosmetology) chart set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Minimum Measurement Point” shall mean the end of each Financial Aid Payment Period as defined herein for each program classification and in addition thereto the applicable Minimum Measuring Point as a percent of Program Length, Minimum Measuring Point in Clock Hours Attempted and Minimum Measuring Point in Modules indicated in the charts set forth below.

“MTF” shall have the meaning set forth below in the Quantitative Component of Satisfactory Academic Progress section of this Catalog.

**FINANCIAL AID PAYMENT PERIOD DEFINITIONS**

The term “Financial Aid Payment Period” is defined differently for students based upon program type or date the student starts class. The following definitions of Financial Aid Payment Period are the definitions of Financial Aid Payment Period that apply to each respective program type and class start date classifications:

a) Cosmetology students 1500 clock hour program: “Financial Aid Payment Period” means the three sequential clock hour periods occurring as follows: 500 Clock Hours, 500 Clock Hours and 500 Clock Hours.

b) Diploma students, other than cosmetology students, in programs having a length of less than 10 modules. These programs will have two Financial Aid Payment Periods. For purposes of determining the first Minimum Measuring Point measured as of a Financial Aid Payment Period the term “Financial Aid Payment Period” means the period of time at which a student has completed both 50% of the clock hours and financial aid credit hours in an academic year and for the second Minimum Measuring Point measured by a Financial Aid Payment Period the term “Financial Aid Payment Period” means that portion of the academic year occurring after the student has completed both 50% of the clock hours and financial aid credit hours in an academic year.

c) Diploma students, other than cosmetology students, in programs having a length of ten or more modules. These programs will have three Financial Aid Payment Periods. For purposes of determining the first Minimum Measuring Point measured as of a Financial Aid Payment Period the term “Financial Aid Payment Period” means the period of time at which a student has completed both 50% of the clock hours and financial aid credit hours in the first academic year; for the second Minimum Measuring Point measured by a Financial Aid Payment Period the term “Financial Aid Payment Period” means that portion of the academic year occurring after the student has completed both 50% of the clock hours and financial aid credit hours in the first academic year; and for the third Minimum Measuring Point measured by a Financial Aid Payment Period the term “Financial Aid Payment Period” means the second academic year.
Qualitative Component of Satisfactory Academic Progress

The qualitative component of SAP requires the achievement of specified minimum cumulative grade point average ("Minimum CGPA") as of certain measuring points which are defined above as the Minimum Measuring Points. Except as provided below, the cumulative grade point average, CGPA, is calculated using the grades for all courses for which a grade was received, other than a "W", or "I" during the Grading Periods in which the courses were completed as of the time a Minimum Measurement Point is reached. If a student receives the temporary grade of "I", the grade received upon completion of the course or "F" if the course is not completed within time allowed for completion will be used to calculate the CGPA. 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 for the repeated will not be included in the grades used to calculate the CGPA. The grades received for credit or clock hours from another institution, other than another Remington College campus, that are accepted for transfer towards a student's program will be included in the calculation of the CGPA and will be included in the determination of the Minimum Measurement Point. 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. Commencing with the 5th module, the CGPA of diploma programs (other than cosmetology) will be measured at the end of each module in addition to the end of each Financial Aid Payment Period and for all Financial Aid Payment Periods ending on or after the 5th Module the, CGPA required for the Financial Aid Payment Period is same as required for the module that ends contemporaneously with the end of the Financial Aid Payment Period.

<table>
<thead>
<tr>
<th>Program Length</th>
<th>Minimum CGPA Requirement</th>
<th>Minimum Measurement Point in Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>41-45</td>
<td>1.50</td>
<td>End of the 5th Module</td>
</tr>
<tr>
<td></td>
<td>1.75</td>
<td>End of the 6th Module</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>End of the 7th Module</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>End of the 8th Module</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>End of the 9th Module</td>
</tr>
<tr>
<td>54.5 or More</td>
<td>1.50</td>
<td>End of the 5th Module</td>
</tr>
<tr>
<td></td>
<td>1.75</td>
<td>End of the 6th Module</td>
</tr>
<tr>
<td></td>
<td>1.75</td>
<td>End of the 7th Module</td>
</tr>
<tr>
<td></td>
<td>1.75</td>
<td>End of the 8th Module</td>
</tr>
<tr>
<td></td>
<td>1.75</td>
<td>End of the 9th Module</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>End of the 10th Module</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>End of the 11th Module</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>End of the 12th Module</td>
</tr>
</tbody>
</table>

Minimum CGPA Requirement (Diplomas – Cosmetology)

<table>
<thead>
<tr>
<th>Program Length</th>
<th>Minimum CGPA Requirement</th>
<th>Minimum Measurement Point in Financial Aid Payment Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 (1500 hours)</td>
<td>1.25</td>
<td>End of Payment Period 1</td>
</tr>
<tr>
<td></td>
<td>1.50</td>
<td>End of Payment Period 2</td>
</tr>
<tr>
<td></td>
<td>2.00</td>
<td>End of Payment Period 3 and each Payment Period thereafter</td>
</tr>
</tbody>
</table>

If a student’s CGPA falls below the minimum required CGPA at any Minimum Measuring Point, the student will be notified in writing of the consequences of not maintaining satisfactory academic progress including if such failure will impact a student’s Title IV eligibility, cause the student to receive a Financial Aid Warning or require student to Appeal the determination to be placed on Financial Aid Probation to have Title IV eligibility reinstated.
**Quantitative Component of Satisfactory Academic Progress**

The quantitative component of SAP requires the completion, as of the Minimum Measuring Points, of a minimum number of clock hours after attempting a certain number of clock hours (diploma programs). For diploma programs the number of clock hours required to be completed as of each Minimum Measuring Point is measured as a percentage of the total clock hours required to complete the program that will have been attempted by a student as each Minimum Measuring Point is reached which is defined below as the Minimum Percentage of Total Clock Hours in Program Completed Requirement. The quantitative component of SAP measures whether a student is progressing through the program at a rate that will ensure the student graduates within a maximum timeframe. The maximum timeframe (“MTF”) for completion of a program is one and one-half times the program length. The MTF is measured in credit hours for credit hour courses and clock hours for clock hour courses.

The number of clock hours required to be completed depends upon the length of the program. A clock hour is completed when a grade other than “W” or “I” is assigned to the clock hour. If a student receives the temporary grade of “I”, the grade received upon completion of the course or “F”, if the course is not completed within time allowed for completion, will be used to determine the number of completed clock hours used to measure whether the Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The clock hours assigned to courses for which a student receives a "W" will be included in the determination of the number of clock hours attempted that is used to measure whether the Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The clock hours from another institution, including another Remington College campus, that are accepted for transfer towards a student’s program will be included as both clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. Courses repeated will be included as both clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measuring Point. The number of clock hours completed and attempted as indicated on a student’s transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached will be used to determine if the Minimum Percentage of Total Clock Hours in Program Completed Requirement has been satisfied as of a Minimum Measurement Point.

The Minimum Clock Hours Completed Requirement charts below list program lengths, measuring points in clock hours attempted and the Minimum Percentage of Total Clock Hours in Program Completed Requirement that must be satisfied as of each respective Minimum Measuring Point for diploma students.

Financial Aid Payment Periods for diploma programs are determined based upon the number of clock hours completed and therefore, student progress in diploma programs will be measured both prior to the completion of Payments Periods and at the end of each Financial Aid Payment Period. The charts below applicable to diploma programs indicate the number of clock hours attempted at which progress will be measured prior to the end of a Financial Aid Payment Period (“Measuring Point in Clock Hours Attempted”) and the number of completed clock hours required as a percentage of the total clock hours in the program as of each Measuring Point in Clock Hours Attempted (“Minimum Percentage of Total Clock Hours in Program Completed Requirement”). Diploma students must also meet the Minimum Percentage of Total Clock Hours in Program Completed Requirement as of the end of each Financial Aid Payment Period based upon the total number of clock hours attempted as of the end of the Financial Aid Payment Period for which the evaluation is being made.

### Minimum Clock Hours Completed Requirement (Diplomas Non-Cosmetology)

<table>
<thead>
<tr>
<th>Program Length (Minimum # of Clock Hours Required to Complete Program)</th>
<th>Measurement Point in Clock Hours Attempted</th>
<th>Minimum Percentage of Total Clock Hours in Program Completed Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>720</td>
<td>320</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>480</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>720</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>880</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>1080</td>
<td>100%</td>
</tr>
</tbody>
</table>

Page 33
Remington College’s Columbia Campus Location
If a student cannot complete the program within the MTF, the student will be notified in writing that the student will not be able to meet the SAP requirements and that as a consequence the student will be dropped and such failure will impact a student’s eligibility to receive assistance under the Title IV programs.

**Satisfactory Academic Progress Statuses**

**SAP Met Status**
A “SAP Met” status indicates that at the established measurement points the student satisfied all SAP evaluation criteria. A student with SAP Met status remains eligible for Title IV funding.

**Financial Aid Warning Status**
A Financial Aid Warning status indicates a student who was on SAP Met status subsequently fails to satisfy satisfactory academic progress standards at the end of a Financial Aid Payment Period or any other Minimum Measuring Point.

**Financial Aid Probation Status**
A Financial Aid Probation status indicates a student who is on Financial Aid Warning status fails to meet satisfactory academic progress standards at the end of the Financial Aid Payment Period or other Minimum Measuring Point first occurring after student was placed on Financial Aid Warning status; that has appealed the SAP failure determination and the School has determined the Student should be able to meet SAP requirements in the next Financial Aid Payment Period or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.
Financial Aid Warning
A student on SAP Met status who subsequently fails to meet a qualitative or quantitative component of the SAP requirements set forth above will be placed on Financial Aid Warning status. If the student satisfies the requirements of a failed SAP component as of the next Minimum Measuring Point for the component failed, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to be removed from Financial Aid Warning and gain SAP Met status. A student removed from Financial Aid Warning will be classified as SAP Met status. The student remains eligible for Title IV while on Financial Aid Warning status.

Financial Aid Probation
If a student on Financial Aid Warning status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point and the student Appeals the determination that the student failed to meet SAP standards, the student will be placed on Financial Aid Probation status if the School determines the student should be able to meet the SAP requirements by the end of the next Financial Aid Payment Period or other Minimum Measuring Point or the School has developed an academic plan that if followed will insure the student is able to meet SAP requirements by a specific time.

A student on Financial Aid Probation will have their Title IV eligibility reinstated and be eligible to receive Title IV disbursements.

If a student placed on Financial Aid Probation status satisfies the requirements of a failed component as of the next Minimum Measuring Point for the component failed occurring after the student is placed on Financial Aid Probation status, the student will be acknowledged as having met SAP requirements for that component. If a student fails both components the student must satisfy the SAP requirements applicable to each component to gain SAP Met status and be removed from Financial Aid Probation status. A student removed from Financial Aid Probation status will be classified as SAP Met status.

If a student placed on Financial Aid Probation status does not meet the minimum SAP requirements for a failed component at its next Minimum Measuring Point or the time specified in the student’s academic plan if the plan specifies a date beyond the next Minimum Measuring Point, the student will be Dropped for failing to meet SAP requirements unless a waiver is granted by the Chief Academic Officer for Remington College.

A student Dropped for failing SAP requirements will not be eligible to re-enroll or re-enter in any program at any Remington College campus. (See Re-Enrollment and Re-Entry Policy regarding application to Satisfactory Academic Progress Policy.)

SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS
Students may Appeal a determination that they have not met SAP requirements by submitting an Appeal in writing to the Chief Academic Officer for Remington College or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Chief Academic Officer for Remington College or his/her designee is final.

APPEAL PROCEDURES
To Appeal a determination that SAP requirements have not been met a student must submit a written Appeal request to Chief Academic Officer for Remington College.

The Appeal request may be sent by email to brandon.shedron@remingtoncollege.edu, mailed to Brandon Shedron, 1800 Eastgate Drive, Garland, TX 75041 or hand-delivered to the Director of Education at the campus the student attends. The Appeal request must be received by the School on or before end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements.

A student on Financial Aid Warning status that fails to satisfy the SAP requirements as of the end of the Financial Aid Payment Period during which the student was on Financial Aid Warning status or by the next Minimum Measuring Point if it occurs before the end of said Financial Aid Payment Period must file an Appeal in order to be placed on Financial Aid Probation status and have their Title IV eligibility reinstated.

For an Appeal to be granted, the Appeal must be based upon the death of a relative, an injury or illness of the student, or other special circumstances.

The student must set forth in the Appeal Request the basis for the Appeal, why the student failed to make satisfactory academic progress, and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point.
WAIVER PROCEDURES
Students who fail to meet SAP requirements while on Financial Aid Probation status, as a result of failing to meet the terms and conditions of the academic plan agreed to as a condition to being placed on Financial Aid Probation status, will be Dropped unless the Student is granted a waiver by the Chief Academic Officer of Remington College. A Student must submit a written request for a waiver to the Director of Education at the Campus. If the Director of Education at the Campus determines the waiver request has merit, the waiver request shall be forwarded to the Chief Academic Officer of Remington College for review.

A Student will not be eligible to participate in Title IV programs if the waiver is granted until the Student regains eligibility to participate in Title IV programs. See the “Regaining Title IV Eligibility” sections, below.

REGAINING TITLE IV ELIGIBILITY WITH REMINGTON COLLEGE
Students who lose eligibility to participate in Title IV programs as a result of failure to meet SAP requirements after being placed on Financial Aid Probation status can regain eligibility to participate in Title IV programs at Remington College as follows:

1. Absent a change of programs, eligibility to participate in Title IV programs can only be reinstated for a Payment Period that occurs after the Student has completed a Payment Period while being ineligible to participate in Title IV programs. Students will therefore have to complete at least one Payment Period without being eligible to participate in Title IV financial aid programs to regain eligibility to participate in Title IV programs. The determination of the amount of Title IV funds a Student who regains eligibility to participate in Title IV programs after having lost eligibility is eligible to have disbursed will not include the charges incurred while the student had no Title IV eligibility.

2. Students who have two or more Payment Periods remaining after the Payment Period in which the Student lost eligibility to participate in Title IV programs may regain eligibility by meeting SAP requirements at the end of Payment Period that occurs after the Payment Period in which the Student’s eligibility to participate in Title IV programs terminated.

3. Students who do not have two or more Payment Periods remaining after the Student lost eligibility to participate in Title IV programs may regain eligibility by enrolling in a different program.

Students who elect to enroll in a program that is different from the one in which the Student was enrolled at the time the Student lost eligibility to participate in Title IV programs will be eligible to participate in Title IV financial aid programs for all Payment Periods in the new program, provided the Student meets the SAP and all other eligibility requirements while enrolled in the new program.

REGAINING TITLE IV ELIGIBILITY AT ANOTHER POST-SECONDARY EDUCATIONAL INSTITUTION
Students may be eligible to regain Title IV eligibility at another post-secondary educational institution.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR RECIPIENTS OF MILITARY/VETERAN EDUCATIONAL BENEFITS TO MAINTAIN ELIGIBILITY
The Military/Veteran Educational Benefits eligibility satisfactory academic progress requirements set forth in this section of the Catalog are in addition to the other satisfactory academic progress requirements set forth in the Satisfactory Academic Progress and Requirements sections of this Catalog which remain applicable.

If a student’s CGPA falls below a 2.0 for two consecutive modules, Remington College will submit VA Form 22-1999b to the DVA to terminate the students’ training due to the students’ failure to meet academic standards. Students will not be eligible to receive Military/Veteran Educational Benefits during the module that occurs after the two consecutive modules in which their CGPA falls below a 2.0 (the “probationary module”). Students will regain eligibility to receive Military/Veteran Educational Benefits during the module that occurs after the probationary module. Remington College will certify the student for the “remaining” hours during the term following the probationary period. If a student’s CGPA falls below a 2.0 after they regain eligibility to receive Military/Veteran Educational Benefits, Remington College will submit VA Form 22-1999b to the DVA to terminate the student from their training program.

GRADUATION REQUIREMENTS
A student is eligible for graduation if:

- The student has completed all required courses with a passing grade;
- The student has accumulated the total number of credits required for graduation from the program of study, for programs other than the cosmetology program; or the student has accumulated the total number of clock hours required for graduation from the program of study, for the cosmetology program;
- The student has achieved a passing score of 75% or better on the Cosmetology final examination, for the cosmetology program only;
- The student has achieved a Cumulative Grade Point Average of 2.0 or better; and
A graduate who is not current on their financial obligations to Remington College will not be eligible to receive their graduation certificate or be permitted to participate in graduation ceremonies but may receive an unofficial transcript only.

**UNIT OF CREDIT/ACADEMIC HOUR DEFINITION**

An academic hour or class in Programs other than the Cosmetology Program is 50 minutes of instruction in a 60 minute period. An academic hour or class in the Cosmetology Program is 60 minutes of class, lecture, laboratory instruction and practice or recitation in a 60 minute period. Academic hours are converted into credit hours for programs other than the Cosmetology Program to allow for comparison with other post-secondary institutions.

For students enrolled in programs other than the Cosmetology Program, one quarter credit hour equals 30 units comprised of the following academic activities:

- one clock hour in a didactic learning environment equals 2 units;
- one clock hour in a supervised laboratory setting of instruction equals 1.5 units;
- one hour of externship equals 1 unit; and
- one hour of out-of-class work and/or preparation designed to measure the student’s achieved competency relative to the required subject matter objectives equals 0.5 unit.

**ATTENDANCE POLICY FOR PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM**

Remington College considers attendance important to its students’ ability to receive the maximum benefit from the educational programs in which they are enrolled. Accordingly, Remington College routinely takes attendance in all its programs and classes, and students are expected and encouraged to attend all the classes for which they are scheduled. Remington College makes no distinction between excused and unexcused absences.

In addition to the academic value students receive from attending as many of the scheduled class sessions as possible, Remington College believes that demonstrating regular and consistent attendance and punctuality helps students to develop good work habits and may improve students’ ability to obtain gainful employment upon completion of their educational program.

Prospective employers are often interested in a student’s attendance record when making hiring decisions or selecting candidates to interview for employment. Success in the workplace requires more than just knowledge. It also requires that employees be reliable, punctual and committed. Some employers consider a student’s attendance history as the best available indicator of whether a student has demonstrated those highly desirable traits.

Students are hereby advised that excessive absences in any class will negatively impact the grade the student receives in that class, with the resultant impact on the student’s Cumulative Grade Point Average (“GPA”) as set forth below.

**METHOD OF RECORDING ATTENDANCE**

Remington College takes attendance for each class session shortly after the beginning of each class session. The exact time when attendance is taken in each class session is at the discretion of the instructor. A student will be considered present only if, in the judgment of the instructor, the student attends “substantially all” of the class, without regard to whether the student is present at the time attendance is taken. Accordingly, a student who is present at the time attendance is taken may be considered absent if the student left the class before having attended “substantially all the class,” as determined in the sole judgment of the instructor. Conversely, a student who was absent when attendance was taken but arrives after that point and who, in the sole judgment of the instructor, arrived in time to attend and did attend “substantially all the class” may be considered “present.”

Students are encouraged to arrive on time for all classes and to stay in class for the duration of the class session in order to achieve the maximum benefit of the instruction provided and avoid being marked absent for classes in which they attended less than the entire class session. A student who disagrees with the instructor’s attendance determination may discuss the instructor’s determination with the instructor and request that the instructor reconsider his or her determination. Students whose grades are affected by the attendance policy as a result of an attendance determination should seek redress as set forth in the “Grades in Error” section of this Catalog.

Attendance in any off-Campus instructional portion of a program (e.g., externship or clinical courses) is recorded based on appropriate documentation provided.

Make-up work (i.e., assignments or other class-related work) is not a substitute for attendance. Any make-up work performed by a student shall have no effect on the student’s attendance record. In no circumstance shall make-up work be recorded as attendance or be used as a basis for modifying a student’s attendance records.
**Attendance Requirements**

“Term” is defined as the academic period that generally consists of 12 weeks of instructional time, but never less than 10 weeks of instructional time.

Remington College makes no distinction between excused and unexcused absences. A student will be dropped for attendance if he or she does not attend at least one class within the period of time which is the lesser of: (a) 10 consecutive scheduled class days, or (b) 14 consecutive calendar days (excluding scheduled break periods or unscheduled break periods resulting from inclement weather or cancellations of scheduled days).

**Grade Adjustments Due to Excessive Absences**

The maximum grade a student will be eligible to receive for each course in the student’s program will be based upon class participation as measured by class attendance. The grade received by a student whose absences exceed 25% will be negatively impacted as set forth below:

- Students who are absent more than 25% but less than 35% of the scheduled class sessions for a course shall not earn a grade higher than “B” in the course;
- Students who are absent 35% or more but less than 50% of the scheduled class sessions for a course shall not earn a grade higher than “C” in the course; and
- Students who are absent 50% or more of the scheduled class sessions for a course shall receive a grade of “F” in the course.

**Attendance Policy for the Cosmetology Program**

Distinctly different from the attendance policies of other programs offered by the Campus, state regulations require that students must attend a minimum of 1500 clock hours. Remington College addresses the “hours attended” component of the Attendance Policy for the Cosmetology Program in the following way:

- Attendance of at least 125 clock hours in each module of the Cosmetology Program is mandatory in order to receive a passing grade;
- Up to 12.5 clock hours of absences in each module may be excused, which, if approved, will be included in the per module hour requirement as having been attended; however, excused absences do not apply to the state board required hours; and
- Opportunities to make-up clock hours for missed attendance (unexcused) will be available each module. Completion of make-up clock hours sufficient to replace missed attendance must be done in the module within which the Grading Period falls.

**Excused Absence Policy**

- Excused absences may be approved for reasons such as: medical, family emergency, military, or jury duty.
- Excused absences must requested no later than two weeks after the absence via the Excused Absence Request form, which must be approved by the Director of Education or Cosmetology Department Chair.
- No student that is behind more than 25 clocked-in hours in relation to the normal rate of progress towards state hour requirements (125 hours per module) will be eligible for excused absences, until which time they are back within at least 25 clocked-in hours in relation to the normal rate of progress towards state hour requirements.

The Campus will use an electronic system in which students will be logged into the building and out of the building. Students are required to log out at any time they leave the building for break and will only be counted present for the time they are in the building and in the classroom, performing procedures or receiving other instruction. Remington College is required to provide attendance information to the South Carolina State Board of Cosmetology.

**Attendance Policy for the GED Test Preparation Course**

The GED Test Preparation Course consists of 16 hours of instruction per each four-week module and is typically delivered in two-hour sessions two days per week.

Students must attend at least 75% of the scheduled GED Test Preparation Course sessions each module. A student who does not attend at least 75% for two (2) consecutive modules will be dropped from the GED Test Preparation Course AND the Medical Assisting diploma program.
ATTENDANCE REQUIREMENTS FOR RECIPIENTS OF MILITARY/VETERAN
EDUCATIONAL BENEFITS TO MAINTAIN ELIGIBILITY

The Military/Veteran Educational Benefits eligibility attendance requirements set forth in this section of the Catalog are in addition to the other attendance requirements set forth in the Attendance Policy for Students other than Cosmetology Program and Attendance Policy for Students other than Cosmetology Program sections of this Catalog which remain applicable including, but not limited to, those providing that all absences will be classified as unexcused for all purposes other than determining Military/Veteran Educational Benefits eligibility. For purposes of determining Military/Veteran Educational Benefits eligibility, absences will only be excused due to “mitigating circumstances.” If a student wants to have an absence classified as excused due to mitigating circumstances, the student must submit a written explanation of the reason for the absence to the Registrar within the earlier of: (a) five scheduled class days of the absence or (b) prior to the next scheduled class day that would cause the student to have seven (7) consecutive absences. Mitigating circumstances shall include the following: student illness confirmed by doctor, death or serious illness of immediate family member, or fulfillment of military obligations.

PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

If a student’s unexcused absences exceed 20% of the total clock hours in their program, Remington College will submit VA Form 22-1999b to the Department of Veteran Affairs (DVA) to interrupt training for the student for a period of 30 days. Remington College can certify the student for the “remaining” clock hours, after the 30 days has expired, for the module that occurs after that module in which the student’s absences exceed 20% (the “probation module”). If a student’s absences exceed 20% of the total remaining clock hours required to complete their program in a subsequent module, Remington College will submit VA Form 22-1999b to the DVA to terminate training and the receipt of benefits for the student for the remainder of their program. Remington College will notify the appropriate governmental agency of a student’s loss of eligibility when it occurs. Additionally, when a student is absent for seven (7) consecutive scheduled class days and none of the absences are excused, Remington College will submit VA Form 22-1999b to the DVA to terminate the student from training and receipt of benefits after the 7th consecutive missed day.

Attendance for students enrolled in a program other than the Cosmetology Program will be determined in accordance with the methods for recording attendance outlined in the Attendance Policy for Programs other than Cosmetology Program section of this Catalog.

COSMETOLOGY PROGRAM

If a student’s unexcused absences exceed 300 clock hours, Remington College will submit VA Form 22-1999b to the DVA to interrupt training for the student for a period of 30 days. Remington College can certify the student for the “remaining” clock hours, after the 30 days has expired, for the module that occurs after that module in which the student’s absences exceed 300 clock hours. If a student’s absences exceed 20% of the total remaining clock hours required to complete their program in a subsequent module, Remington College will submit VA Form 22-1999b to the DVA to terminate training and the receipt of benefits for the student for the remainder of their program. Remington College will notify the appropriate governmental agency of a student’s loss of eligibility when it occurs. Additionally, when a student is absent for seven (7) consecutive scheduled class days and none of the absences are excused, Remington College will submit VA Form 22-1999b to the DVA to terminate the student from training and receipt of benefits after the 7th consecutive missed day.

Attendance for students enrolled in the Cosmetology Program will be determined in accordance with the attendance measurement procedures outlined in the Attendance Policy for Students for the Cosmetology Program section of this Catalog.

PROGRAM CHANGES

Students are required to complete a new Application and Enrollment Agreement in order to change programs.
CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

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 Remington College without penalty and terminate their obligations by notifying the Campus 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, all payments made by the student pursuant to the Application and Enrollment Agreement will be returned within 30 days from the receipt of the student's notice of cancellation.

RETURN OF MONIES PAID AS TUITION IF STUDENT IS NOT ACTIVATED

If a Student does not attend enough classes to be activated or otherwise fails to meet the criteria for activation, he or she will not be charged any Tuition, and any monies previously paid as Tuition will be refunded. (See Catalog for the Campus' Activation Policy.) Remington College will make any refund to which a Student may be entitled under this section within thirty (30) days of the end of the Activation Period.

WITHDRAWAL NOTIFICATION

In the event a Student intends to withdraw from the Student's program, the Student is urged to provide withdrawal notification to one of the following individuals: the Student's Instructor, the Department Chair for the program in which the Student is enrolled (if any), the Director of Education, the Director of Student Finance or any other member of the Student Finance Department. Failure to provide withdrawal notification will result in the withdrawal date of determination being based upon the Campus' attendance policy, as set forth in the College Catalog, and most likely will result in any refunds due to the Student being made at a later date than would have been made had the Student provided the withdrawal notification.

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.

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 institutional refund policy as set forth below. (The method of determining the official date of termination is the date the student notified the Campus the student 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 Remington College any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student) 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 Financial Aid Payment Period 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 Financial Aid Payment Period completed is the total number of calendar days in the Financial Aid 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 Financial Aid Payment Period (denominator) and the number of calendar days completed in that period (numerator).

Any required refunds of Federal Title IV Funds will be made within forty-five (45) days after the earlier of the date on which it has been determined that a Student Drops, has been Dropped, or is deemed to have been Dropped. Any refund of funds other than of Federal Title IV Funds will be made in accordance with applicable law.

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.

Any required refunds of Federal Title IV Funds will be made within forty-five (45) days after the earlier of the date on which it has been determined that a Student Drops, has been Dropped, or is deemed to have been Dropped. Any refund of funds other than of Federal Title IV Funds will be made in accordance with applicable law.

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) 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 (non-Title IV Funds)
12) Student

INSTITUTIONAL TUITION CHARGING POLICY (ALSO KNOWN AS THE INSTITUTIONAL REFUND POLICY)
Remington College uses the following method of determining Tuition charges for students who do not complete their program:
1) Students whose last day of posted attendance occurs after 60% of the calendar days in a Payment Period will be charged 100% of the Payment Period Tuition.
2) Students whose last day of posted attendance occurs on or before 60% of the calendar days in a Payment Period will be charged on a pro rata basis through their last day of posted attendance and will be charged an additional $100 administrative fee.
RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION

**TITLE IV CREDIT BALANCES**
Upon graduation, if a Title IV Credit Balance ("TIV Credit Balance") exists, not more than $200 of the TIV Credit Balance will be applied to any balance remaining from prior year institutional and non-institutional charges. Any amount remaining after application of the TIV Credit Balance to prior year charges will be refunded directly to the Student, unless the Student informs the Student Finance office of the Campus that the Student wishes to have all or a portion of the TIV Credit Balance returned to the lender(s) to reduce the Student’s outstanding loan balance. In such case, the Student will need to sign an authorization directing Remington College to refund to the lender(s) the entire Title IV Credit Balance, or a lesser amount if the Student wants to retain a portion of the Title IV Credit Balance. Amounts returned to lenders shall be disbursed to lender(s) in accordance with the Refund Distribution Order for Return of Title IV Funds.

**NON-TIV CREDIT BALANCES**
Upon graduation, if a non-TIV credit balance exists, the non-TIV credit balance will be refunded in accordance with the requirements of the third party lender, if any. If no lender exists, the credit balance will be refunded directly to the Student.

**RETURN OF STUDENT CREDIT BALANCES UPON WITHDRAWAL**
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.

**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 Remington College 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 Remington College, and Remington College is responsible for the payment of any refunds.

**INSTITUTIONAL REFUNDS**
Once the return of Title IV funds calculation is made and the unearned portion, if applicable, is returned to the lender, then the institutional 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 Remington College for any unpaid Tuition.

**FORCE MAJEURE**
Remington College will not be liable for any damages including but not limited to consequential damages resulting from Remington College's inability to fulfill Remington College’s obligations under the Application and Enrollment Agreement including but not limited to the failure to provide the instruction and other resources necessary to enable a student to complete the program in which a student has enrolled or receive a graduation award where such inability or failure is directly or indirectly caused by or results from a fire, war, terrorist act, strike, work stoppage, riot, utility failure or shortage, damage by the elements, act of nature, acts of God or any other cause beyond the control of Remington College. In the event Remington College is unable to perform any of the obligations under the Application and Enrollment Agreement, for any of the reasons set above, Remington College shall not be responsible for any damages including but not limited to consequential damages or have an obligation to issue Tuition refunds, other than as required by an applicable refund policy.

**ACTIVATION OF MILITARY RESERVIST**
Upon receipt of a copy of official military orders evidencing a call to active military duty prior to the completion of a term, Remington College will reverse all charges related to the interrupted term. The student’s transcript will reflect the student’s withdrawal as a “W” and no grade or credit will be issued for the courses that were not fully completed.
ADMINISTRATIVE POLICIES

CANCELLATION OF CLASSES
It is Campus policy to remain open and to hold classes as scheduled whenever weather conditions allow. Campus Administrators shall determine when classes will be cancelled due to weather conditions. An announcement of a decision to cancel classes may be broadcast on local radio and/or television stations. Students are responsible for contacting the Campus to determine if the Campus has been closed due to weather.

STUDENT CONDUCT AND DISCIPLINE
Students are expected to conduct themselves in a mature, courteous manner at all times. Any student whose conduct, academic standing, or attendance is regarded as unsatisfactory or unacceptable may be dropped from Remington College.

Cosmetology students are prohibited from engaging in any of the following:
1) Practicing on the public prior to completing 300 hours of instruction.
2) Working in a salon without first completing the required hours and training and receiving the Board’s permit to work.
3) Carrying any instruments or supplies in or on a garment or uniform while practicing cosmetology or any branch thereof.
4) Bringing any animal into, permitting any animal to be brought into, or permitting any animal to remain in the school. Trained dogs accompanying sightless or hearing impaired persons are exempt from this requirement.

Specifically, the following conduct may result in disciplinary action, which will vary depending on the severity of the infraction:
1) Academic dishonesty such as cheating, plagiarizing, or knowingly furnishing false information to Remington College.
2) Forging, altering, misusing, or mutilating Campus documents, records, identification, educational materials, or Campus property.
3) Obstructing or disrupting teaching, administration, disciplinary procedures, or other Campus activities including public service functions or other authorized activities on or off premises.
4) Physically or verbally abusing any person or conduct which threatens or endangers the health or safety of another.
5) Stealing or damaging property of Remington College or using or attempting to use Campus property in a manner inconsistent with its designed purpose.
6) Unauthorized entering, using, or occupying Campus facilities.
7) Intentional or unauthorized interfering with a right of access to Campus facilities, or freedom of movement, or speech of any person on the premises.
8) Using or possessing firearms, ammunition, or other dangerous weapons, substances, or materials, or bombs, explosives, or incendiary devices.
9) Disorderly conduct or lewd, indecent, or obscene conduct or expression.
10) Hazing.
11) Violating a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, on Campus property or at a Campus function. (Please refer to the Drug-Free and Smoke-Free School Policies as set forth in this catalog.)
12) Rioting, aiding, abetting, encouraging, or participating in a riot on Campus property.
13) Failing to comply with the verbal or written directions of any Campus official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
14) Aiding and abetting or inciting others to commit any act of misconduct set forth herein.
15) Conviction of a crime which is of a serious nature. Upon filing of charges in court involving an offense which is of a serious nature and it is administratively determined that the continued presence of the student would constitute a threat or danger to the students, faculty or staff of Remington College, such student may be temporarily suspended pending disposition of the charges in court.
16) Engaging in inappropriate sexual behavior on Campus or violating the Student Sexual Harassment Policy.
17) Violating Remington College’s policy applicable to use of computers or online services, including:
   a) Failing to comply with the provisions in the Application and Enrollment Agreement pertaining to the use of computers, networks and online services;
   b) Infringing or violating of copyright, patent, trademark, proprietary information, or confidentiality agreements;
   c) Misrepresenting identity through alteration of e-mail names;
   d) Posting unsolicited advertisements to public meetings or private in-boxes (no spamming);
   e) Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users’ use of the online environment or personal computers, systems, or networks.

Remington College reserves the right to delete content or discontinue Campus-provided internet accounts for any reason.
Violation of any of the above may subject the student to any of the following:
1) Reprimand.
2) Imposition of specific restrictions.
3) Disciplinary probation. Further infractions during the probationary period may result in suspension.
4) Suspension.
5) Termination.

After being suspended, a student may be allowed to resume attending classes only after a written request is submitted to the Campus President, and the Campus President approves the student’s request. Any further infraction of Campus policies may result in expulsion. (See Re-Enrollment and Re-Entry Policy regarding application to Student Conduct and Discipline.)

**STUDENT SEXUAL HARASSMENT POLICY**

Sexual harassment is illegal and will not be tolerated by the Campus. Sexual harassment is a violation of state and federal law, including Title IX of the Educational Amendments of 1972, and in some cases, may constitute a crime. Remington College is committed to providing an environment that is free from sexual harassment.

Sexual harassment should always be reported, if possible, to Remington College’s Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-800-333-2755 or in writing, delivered to 7131 Business Park Lane, Lake Mary, Florida, 32746, or by email at vphrtitleixcoordinator@remingtoncollege.edu.

**WHAT CONSTITUTES SEXUAL HARASSMENT**

Conduct that constitutes sexual harassment is difficult to define. What may be considered appropriate conduct by one may be considered sexual harassment by another. It depends upon the vantage point of the individual involved. Students should report any conduct that they believe constitutes sexual harassment.

Sexual harassment of a student involves the behavior of an individual of either sex against an individual of the opposite or same sex. Sexual harassment occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, written or physical behavior of a sexual nature. Sexual harassment includes situations where submission to sexually offensive conduct or a request for sexual favors is made either explicitly or implicitly a term or condition of a student's educational advancement or other educational decisions made about the student, or such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. Sexual harassment can result from the behavior of visitors, parents, vendors, or other third parties. Sexual Harassment can occur both on and off Campus premises.

The following are examples of behavior that generally can constitute sexual harassment:
- making direct or indirect threats, bribes, or demands for unwanted sexual activity;
- making sexual innuendo and comments;
- asking or commenting about a person’s sexual activities;
- making humor or jokes about sex or females/males in general;
- sexually suggestive sounds or gestures, including sucking noises, winking, and throwing kisses;
- pestering a person for dates or sexual behavior;
- touching, patting, pinching, stroking, squeezing, tickling or brushing against a person;
- giving a neck or shoulder massage;
- ogling or leering, such as staring at a woman’s breasts;
- insulting and belittling a person – sexual ridicule;
- writing letters/notes or making telephone calls or materials of a sexual nature;
- displaying pictures, calendars, cartoons, or other material with sexual content;
- stalking a person either inside or outside an institution; and
- attempting or making actual sexual assault.

Sexual harassment can occur between students. Behaviors that can constitute peer sexual harassment include all of the behaviors listed above as well as the following:
- leaving obscene messages or pictures on Campus computers;
- shouting obscenities;
- snapping a female’s bra or elasticized waist of pants, shorts or skirt;
- persisting with unwanted sexual attention, such as continually asking a person for a date long after the person has indicated no interest;
- telling someone what sexual behaviors the speaker would like to engage in with that person; and
- threatening rape.
REPORTING SUSPECTED SEXUAL HARASSMENT
An initial course of action for any student who feels that he or she is being sexually harassed is for the student to inform the harasser that the conduct is not welcome and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Remington College will always assist a student in resolving violations of this policy. Sexual harassment should always be reported, if possible, Remington College’s Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-800-333-2755 or in writing delivered to 7131 Business Park Lane, Lake Mary, FL 32746 or by email at vphrtitleixcoordinator@remingtoncollege.edu.

Any sexual harassment incident should be reported within three business days of the occurrence if possible. But a student should always report the incident even if not done within the requested three days. It is always best to make a written report but oral reports will be acted upon.

INVESTIGATION AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS
Unless a student or the alleged harasser request that the matter be addressed through the formal grievance procedures described below, sexual harassment complaints can be resolved informally. The manner in which a student desires to have a complaint resolved can be addressed when it is first reported.

A thorough investigation into any alleged incident of sexual harassment will be conducted by the Title IX Civil Rights Coordinator. Every effort will be made to conduct the investigation in a discreet manner in order to protect the privacy of both the complainant and the accused. The name of the reporting party may be kept confidential, if requested, provided maintaining confidentiality does not interfere with the ability to investigate or take corrective action. Upon the conclusion of the investigation, which normally will be accomplished within 30 days from the receipt of the report, the Title IX Civil Rights Coordinator will issue findings and determine whether there was a violation of Remington College’s sexual harassment policy and will inform both parties of the action Remington College will take based on these findings. If it appears warranted, action may be taken on an interim basis while the investigation is in progress.

If the Title IX Civil Rights Coordinator issues a finding that a violation of this policy has occurred, appropriate disciplinary action will be taken ranging from a verbal or written warning or reprimand to expulsion of a student or dismissal of an employee for cause. Students may also be transferred to other classes.

If either party disagrees with the findings of the investigation, such objections must be submitted in writing to Remington College’s Title IX Civil Rights Coordinator, 7131 Business Park Lane, Lake Mary, Florida, 32746 within 15 days of the date of the receipt of the findings, specifying the particular findings to which the party objects. The objections will be considered and a written report will be issued in response to the objections within 15 days of the date the objection is received.

FORMAL GRIEVANCE PROCEDURES
If students do not want the incident resolved informally they may utilize the formal grievance procedures set forth in this Catalog. Use of the formal grievance procedures may also be initiated by either party after receipt of the investigators finding when the informal procedures described above are used.

Use of the formal grievance procedures to resolve a sexual harassment incident requires the submission of a written grievance to the Title IX Civil Rights Coordinator at the address set forth above. Students should indicate in their grievance the names of any person who is aware of or witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should include with their grievance the best method for contacting them to discuss the grievance and the best time of day for such contact, and whether they object to being contacted at the Campus. A Remington College official will attempt to make contact with the student, as instructed by the student, upon receipt of the grievance by the Title IX Civil Rights Coordinator, Campus President or Department Chair.

The Title IX Civil Rights Coordinator will conduct such investigation, inquiry and research into the grievance as deemed necessary to reach a conclusion as to how the grievance should be resolved. The Title IX Civil Rights Coordinator will contact the student promptly to inform the student of Title IX Civil Rights Coordinator’s decision, and in any event, not later than 30 days after the initial contact, unless the Title IX Civil Rights Coordinator determines more time is necessary to complete the required inquiry, in which case the student will be notified.

The student may also file a complaint with the accrediting commission or appropriate state board as set forth in this Catalog or the student may also obtain this information from the Title IX Civil Rights Coordinator. If the student is not satisfied with the resolution of the sexual harassment claim resulting from the use of the grievance procedures, the student may commence arbitration proceeding as set forth in this Catalog and in the student’s Application and Enrollment Agreement.
An informational packet with instructions on how to institute arbitration will be provided to the student upon request to the Title IX Civil Rights Coordinator.

Both the written objection to findings of the Title IX Civil Rights Coordinator or the written request for resolution by formal grievance must be provided to the Vice President of Human Resources, Remington College’s Title IX Civil Rights Coordinator, by certified mail, through the United States Postal Service to 7131 Business Park Lane, Lake Mary, Florida, 32746 within 15 days after receiving notice of the findings of the investigation.

NON-REPRISAL FOR REPORTING SEXUAL HARASSMENT
No student may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, for filing a complaint of sexual harassment or for otherwise assisting in an investigation of a sexual harassment complaint.

EMPLOYEE/STUDENT RELATIONSHIPS
Remington College strictly prohibits employees from fraternizing or socializing with students, except as a part of organized Campus social events or activities and students are prohibited from fraternizing or socializing with employees, except as a part of organized Campus social events or activities. This policy prohibits students and employees from dating. This policy applies to students currently enrolled at any campus. Employee/student relationships must maintain the highest level of professional respect. Accordingly, it is inappropriate, and violates this policy, for employees or students to engage in any type of relationship that is outside of the professional student/employee relationship, regardless of whether such inappropriate relationship also violates Remington College’s sexual harassment policy as set forth above. This policy does not apply to students married to an employee prior to becoming a student.

DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES
From time to time, students may have disputes with Remington College resulting from the student’s recruitment, enrollment and/or attendance, or otherwise arising out of a student’s relationship with Remington College. It is the goal of Remington College to resolve all such disputes promptly, fairly and directly with the student without the intervention of third parties. If this method of resolution is unsuccessful, then such unresolved disputes shall be resolved by one of the methods described below.

In order to provide a chance to resolve disputes directly between Remington College and the student without the intervention of third parties, a student may not pursue claims in court or by arbitration until student has fully exhausted the Remington College, State Board or Commission grievance procedures as described below.

REMINGTON COLLEGE GRIEVANCE PROCEDURES
A grievance is defined as any dispute between the student and the Campus. If the student has a grievance, student must put the grievance in writing and submit it to the Campus official designated below within fourteen (14) calendar days of the occurrence or event giving rise to the grievance. This fourteen (14) day period applies only to the submission of the written grievance. The student will have additional time to gather and present witnesses and other evidence in support of his/her allegations. Any grievance related to sexual harassment should be reported immediately in accordance with the Campus’ sexual harassment policy as set forth herein.

Student grievances related to academic and classroom matters other than sexual harassment must be submitted to the Campus Director of Education, unless the grievance involves the Campus Director of Education, in which case the grievance should be submitted to the Campus President.

Students with grievances related to matters other than academic or classroom matters must submit their grievance to the Campus President, unless the grievance involves the Campus President, in which case the grievance should be submitted to the Chief Executive Officer or Legal Department at: Remington College, 7131 Business Park Lane, Lake Mary, FL 32746.

Notwithstanding the foregoing, if the grievance involves discrimination including sexual harassment, the following person has been designated to handle grievances regarding violations of Remington College’s non-discrimination policies and the student should submit any such grievance to this person as well as any person indicated above.

Vice President-Human Resources/Title IX Civil Rights and Age Discrimination Act Coordinator
7131 Business Park Lane
Lake Mary, FL 32746
(407) 562-5500
(800) 333-2755

Remington College’s Columbia Campus Location
Students should indicate in their grievances any person the student is aware of who has witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should be sure to include with their grievances the best method of contacting them to discuss the grievance and the best time of day for such contact, and whether the students object to being contacted at Remington College. A Remington College official will attempt to make contact with the student, as per the instructions provided by the student, within three business days of receipt of the grievance by a Remington College official.

A Campus official will conduct such investigation, inquiry and research into the matter of the grievance as the official deems necessary to perform a thorough and objective investigation into the allegations raised in the grievance. During this investigation phase of the grievance process, the student will have the opportunity to present witnesses and other evidence in support of his/her allegations. The investigation phase of the grievance process will not last more than seven (7) calendar days, unless the official determines more time is necessary to perform a thorough and objective investigation into the allegations raised in the grievance, in which case the official will notify the student of that fact. Once the investigation has been completed, the Campus official will contact the student promptly to inform the student of the official's decision, including what steps, if any, the Campus will take to resolve the allegations raised in the grievance, including but not limited to, measures to prevent the recurrence of any discrimination and/or otherwise correct any discriminatory effects on the student and others, as deemed appropriate by the Campus.

ACCREDITING COMMISSION AND STATE BOARD COMPLAINT AND GRIEVANCE PROCEDURES

Notwithstanding the Remington College (sometimes referred to in this section as a “School(s)”) grievance procedure, students may submit grievances or complaints at any time to the appropriate accrediting commission or council or to the applicable state regulatory agency (“State Board”).

Accrediting Commission

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Campus President or online at www.accsc.org.

State Boards

South Carolina Commission on Higher Education

Any person having a complaint or grievance against an institution that is licensed by the Commission should make a reasonable effort to obtain satisfaction from the institution directly through the institution's established procedures. If the complaint cannot be resolved at the school level through its complaint procedure, students may file a complaint with the South Carolina Commission on Higher Education. The complaint form is available at the following link.
http://www.che.sc.gov/CHE_Docs/AcademicAffairs-License/Complaint_procedures_and_form.pdf

South Carolina Department of Labor, Licensing and Regulation – State Board of Cosmetology

Complaints related to the Cosmetology Program may be made on a complaint form that is available at http://www.llr.state.sc.us/POL/Cosmetology/ or by calling (803) 896-4470. Upon completion, mail the complaint, along with any attachments, to the following address:

South Carolina Department of Labor, Licensing and Regulation
Office of Investigations and Enforcement
P.O. Box 11329
Columbia, S.C. 29211-1329
The complaint form may also be sent by fax to: (803) 896-4656.
**ALTERNATIVE DISPUTE RESOLUTION**

In the event that the above grievance procedures do not result in a satisfactory resolution of the dispute, or students are not satisfied with any response to their written complaint filed with a Commission, Council or State Board, pursuant to the terms of the Application and Enrollment Agreement, any “Claim”, as hereinafter defined, by either the student or Remington College against the other, or against the employees, agents, owners or officers of Remington College or any affiliates of the Campus or any officers of the owners of Remington College or assigns of the other, shall be resolved by binding arbitration conducted by American Arbitration Association (“AAA”) or, in the alternative, in Small Claims Court as defined in the Application and Enrollment Agreement, if the Claim is within the scope of the Small Claims Court’s jurisdiction. Pursuant to the terms of the Application and Enrollment Agreement, any Claim pursued in Small Claims Court shall be filed in the Small Claims Court within the municipality where the Campus attended by the student is located. The binding arbitration provision of the Application and Enrollment Agreement precludes the student or Remington College from pursuing a Claim in a court other than Small Claims Court, or in any manner other than by arbitration.

The Student may contact the Legal Department at Remington College between 8:30a.m. and 5:00p.m. Eastern time at 7131 Business Park Lane, Lake Mary, FL 32746, (407) 562-5582 to obtain additional information regarding how to commence arbitration or where to file a Small Claims Court complaint. Remington College will, upon request, provide the student with a package of information on how to contact the AAA and obtain a copy of the AAA Rules (defined below). This packet will contain information on the address of the appropriate Small Claims Court and where the student can obtain a complaint form.

By way of general information, under the AAA Rules, an arbitration may be commenced by notifying the other party in writing of the desire to arbitrate a dispute or claim (a “Demand”) and submitting two copies of the Demand to the AAA at the time it sends the Demand to the other party along with a copy of the Application and Enrollment Agreement and the required fees and deposits. Upon request, Remington College will provide a Demand form, the address where the form should be sent along with a schedule of the required fees.

“Claim” means any claim, dispute, or controversy, whether in contract, tort or otherwise, whether pre-existing, present or future, and including statutory, common law, tort or equitable claims between a student and Remington College including, but not limited to, one arising from or relating to any of the following: (i) student's execution of the Application and Enrollment Agreement and the obligations of the student or Remington College hereunder, or the validity, enforceability or scope of the Application and Enrollment Agreement (ii) student's recruitment and application for admittance, including, but not limited to, any advertisement, promotions, or other oral or written statements relied upon by student in deciding to attend Remington College, (iii) student's attendance at Remington College and the quality of the instruction or education provided to the student, (iv) any financial obligations incurred by the student as a result of student's enrollment and/or attendance at Remington College, or matters related to student's financial assistance or the provision or performance of career services, and (v) any discrimination, civil rights, or sexual harassment claims.

The arbitration shall be governed by the Federal Arbitration Act (“FAA”), 9 USC Sections 1-16 and the AAA's Commercial Arbitration Rules as supplemented by the AAA's Supplementary Procedures For Consumer-Related Disputes (“AAA Rules”) (collectively the “Arbitration Rules”). The arbitrator appointed by the AAA (the “Arbitrator”) shall apply substantive law consistent with the FAA, the Arbitration Rules and applicable statutes of limitation and honor claims of privilege recognized by law. The Arbitrator shall not conduct class arbitration; that is, the Arbitrator shall not allow the student to serve as a representative in any capacity for others in the arbitration. Judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. Arbitration is mandatory and the Arbitrator’s decision is binding, unless student pursues a Claim in Small Claims Court in lieu of arbitration.

**TIME FOR COMMENCING ARBITRATION OR OTHER ACTION**

The Application and Enrollment Agreement provides that the prosecution by arbitration or otherwise of any Claim, must be commenced within one year from the last date student attended Remington College, unless the student has payment obligations to Remington College that extend beyond such one year period. In the event student has payment obligations to Remington College that extend beyond the one year period, Remington College or the student may prosecute a Claim limited solely to the collection or payment of such financial obligation within the applicable statute of limitations.

**In some states, the aforesaid one year limitation period will not be enforceable under applicable law.** Students are advised to investigate their rights under applicable state law. If the aforesaid one year limitation period is unenforceable, the student and Remington College shall have the period allowed by applicable law to commence a Claim.
LIMITATION OF LIABILITY AND DAMAGES
The terms of the Application and Enrollment Agreement provide that to the extent allowed by applicable law, the liability of Remington College and its employees, agents, officers, owners and assigns, and the employees, agents, officers, owners and assigns, of any affiliates of Remington College (collectively the “Third Parties”), is limited to the amount paid to Remington College by the student, or on student's behalf, excluding any grants or scholarships that student has no obligation to repay (“Damage Limitation Amount”). This Damage Limitation Amount shall apply to any and all damages of student including legal fees and costs recoverable against Remington College or any Third Party due to any Claim. Remington College shall have no liability for consequential damages suffered by student as a consequence of any Claim. In some states this limitation of damages may not be enforceable and student should investigate whether this provision is enforceable.

EXAMINATION OF STUDENT RECORDS
The Family Educational Rights and Privacy Act (“FERPA”) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student’s education records within forty-five (45) days of the day Remington College receives a request for access.

A student who wishes to inspect his/her education records should submit a written request to the Registrar’s Office, identifying the records the student wishes to inspect. The Registrar’s Office, after determining that access to the requested records is appropriate, will make arrangements for access to the records and notify the student of the time and place where the records may be inspected. If Remington College determines that access to the requested records (or any portion thereof) is not appropriate or permitted under FERPA, then those records will not be provided to the student.

The right to request an amendment to the student’s education record(s), which the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to request an amendment to any education record should submit a written request to the Registrar’s Office, clearly identifying the part(s) of the record(s) the student wants amended, as well as the reason(s) for the requested amendment(s). If Remington College decides not to amend the record as requested, Remington College will notify the student in writing of its decision and the student’s right to a hearing regarding the request for amendment, as well as additional information regarding the hearing procedures.

The right to provide written consent before Remington College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

For example, Remington College discloses education records and/or personally identifiable information from those records without a student’s prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest. A “school official” is: (1) a person employed by Remington College in an administrative, supervisory, academic, research, or support staff position (including security personnel); or (2) a person, company, partnership or other entity with whom Remington College is affiliated with or has contracted with as its agent to provide a service instead of using Remington College employees or officials (e.g. attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.). A school official has a “legitimate educational interest” if the school official needs to review an education record or records in order to fulfill his/her/its professional responsibilities for Remington College.

Additionally, Remington College has designated the following categories of student information as “directory information”:
- Name
- Address
- Telephone Number
- Date and Place of Birth
- Program(s) Undertaken
- Dates of Attendance
- Diploma Awarded

Remington College may disclose any of these items at its discretion, without the prior written consent of the student, unless the student provides written notice to the Registrar’s Office, objecting to the disclosure of all or part of the directory information, within thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the Registrar’s Office unless and until rescinded in writing by the student.
The right to file a complaint with the U.S. Department of Education concerning alleged failures by Remington College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

SMOKE- AND TOBACCO-FREE CAMPUS
In keeping with the Campus’ intent to provide a safe and healthy educational environment, smoking and the use of tobacco products are prohibited within any Campus building. This policy applies equally to all employees, students and visitors.

STUDENT DRUG AND ALCOHOL ABUSE POLICY
All Remington College properties are designated as drug-free and alcohol-free environments. For purposes of this policy “Remington College activities” include those activities that are planned, promoted, or sponsored by Remington College and/or student externship sites, including student organization events, and "Remington College property" includes Remington College owned or leased land, facilities, vehicles, and/or equipment.

Students may not manufacture, possess, use, sell, distribute, dispense, receive, or transport any controlled substances, illicit drugs or alcohol while on Remington College property and/or participating in Remington College activities. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law. Additionally, students may not be under the influence of alcohol, illegal drugs, or un-prescribed and/or improperly used controlled substances in any manner while on Remington College property and/or participating in any Remington College activities, whether or not consumed on campus premises or outside of the campus' operating hours.

Students who engage in such behavior will be considered to be in violation of the Student Conduct and Discipline Policy and will be subject to disciplinary action, up to and including expulsion, as well as possible referral for prosecution. Sanctions may also include referrals for appropriate rehabilitation.

Remington College reserves the right to implement several kinds of drug/alcohol testing for students at all locations. The following is a list of drug and alcohol tests that Remington College reserves the right to conduct in accordance with state and federal laws:
1) Pre-Enrollment Testing
2) Pre-Externship Testing
3) Reasonable Suspicion Testing
4) Random Testing
5) Post-Rehabilitation Testing

Legal Sanctions
Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs and underage possession, use, distribution and sale of alcohol.

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Students who are under twenty-one (21) years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to the penalties of that State’s underage drinking laws.

Health Risks
Specific serious health risks are associated with the use of illegal drugs and alcohol. Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): Addiction, vehicle or other accidents as a result of impaired ability and judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema and impairment of driving ability.
- Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (LSD, PCP, Ecstasy, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
• **Narcotics (Heroin, Demerol, Morphine, Codeine, etc.):** Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.

• **Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.):** Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

**Available Drug and/or Alcohol Counseling/Treatment**

Students are encouraged to seek professional help should they need assistance with drug and/or alcohol problems. The following are groups which can be contacted for help:

1-800-COCAIN – Cocaine Helpline
Around-the-clock information and referral service. Recovering cocaine/addict counselors answer the phones, offer guidance and refer drug users and parents to local public and private treatment centers and family learning centers.

1-800-NCA-CALL – National Council on Alcoholism Information Line
The National Council on Alcoholism, Inc. is the national nonprofit organization combating alcoholism, other drug addictions, and related problems. It provides information about NCA’s State and local affiliate’s activities in their areas, and it also provides referral services to families and individuals seeking help with an alcohol or other problem.

1-800-662-HELP – National Institute on Drug Abuse Hotline
NIDA Hotline operated by the National Institute on Drug Abuse is a confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community. Free materials on drug use are distributed in response to inquiries.
CORPORATE STRUCTURE, BOARD OF DIRECTORS AND CAMPUS HISTORY

Remington College means an Arkansas nonprofit corporation established by name as a post-secondary educational institution that owns and operates the Campus and additional post-secondary educational institutions at other campus locations.

REMINGTON COLLEGE
Jerald M. Barnett, Jr., Director / President / Chief Executive Officer
Kevin M. Wilcox, Director
Marshall McKissack, Director
Jackson Farrow, Director
A. Reid Allison, Chief Financial Officer
Todd Zvaigzne, Chief Operating Officer
Dr. Hiram Nall, Campus President-Houston North, Houston South and Memphis
J Bonnell, Vice President of Information Technology
Jonathan Baker, Vice President of Business Operations
Adam Martin, Vice President / Human Resources / Title IX Coordinator
Emmylu Piscitelli, Controller
James Dunn, National Director of Student Finance
Mary Rhodes, National Director of Accreditation and Licensing
Terhan Freeman, Campus President / Cleveland
Louis LaMair, Campus President / Honolulu
Greenie “Skip” Walls, Campus President – Dallas and Fort Worth
Kimberly Epstein, Campus President / Columbia
JoAnn Boudreaux, Campus President / Lafayette
Jerry Driskill, Campus President / Shreveport
Michael Seltzer, Campus President / Mobile
James Saulsbury, Campus President / Nashville
Dr. Karin Polifko, Vice President

Campus History

REMINGTON COLLEGE’S BATON ROUGE CAMPUS
Remington College’s Baton Rouge Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, began operations in 1998. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington College – Baton Rouge Campus to Remington College – Baton Rouge Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE’S CLEVELAND CAMPUS
Remington College’s Cleveland Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, began operations in January 1990 as National Education Center. The Campus was an additional location of National Education Center-Vale Technical Institute. In August 1995, Remington University, Inc. purchased the College. In July 1998 Remington College – BCL, Inc. purchased the college. In May 2003 the name of the Campus was changed from Education America – Remington College – Cleveland Campus to Remington College – Cleveland Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE’S COLUMBIA CAMPUS
Remington College’s Columbia Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, was established in March 2009. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Columbia Campus to Remington College.

REMINGTON COLLEGE’S DALLAS CAMPUS (GARLAND)
Remington College’s Dallas Campus (Garland) is a main campus with the following branch campuses: Remington College’s Baton Rouge Campus, Cleveland Campus, Columbia Campus, Fort Worth Campus, Heathrow Campus, Honolulu Campus, Houston North Campus (Greenspoint area), Houston South Campus (Webster), Lafayette Campus, Little Rock Campus, Memphis Campus, Mobile Campus, Nashville Campus, and Shreveport Campus.
Remington College’s Dallas Campus (Garland) opened in January 1987 after its purchase from Bradford Schools. Remington College – Denver Campus, Inc. purchased the college in July 1997. In July 2003 the name of the Campus was changed from Education America – Dallas Campus to Remington College – Dallas Campus. Remington College acquired the Campus in January of 2011. In 2013, the name of the Campus was changed to Remington College, and the main campus status was changed from Remington College’s Houston West Campus (Westchase area) to Remington College’s Dallas Campus (Garland).

REMINGTON COLLEGE’S FORT WORTH CAMPUS
Remington College’s Fort Worth Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, opened in July 1988 as a branch campus of National Education Center – Tampa Technical Institute and was acquired by Remington College – Tampa Campus, Inc. in 1988.

From 1995 until May 2003 the Campus was operated under the name Education America – Fort Worth Campus. In May 2003 the name of the Campus was changed to Remington College – Fort Worth Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE’S HEATHROW CAMPUS
Remington College’s Heathrow Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, was established in June 2009. Remington College acquired the Campus in January of 2011.

REMINGTON COLLEGE’S HONOLULU CAMPUS
Remington College’s Honolulu Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, was established in December 1998. From December 1998 until May 2003 the Campus was operated under the name Education America – Honolulu Campus. In May 2003 the name of the Campus was changed to Remington College – Honolulu Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE’S HOUSTON NORTH CAMPUS (GREENSPoint AREA)
Remington College’s Houston North Campus (Greenspoint area), a branch campus of Remington College’s Dallas Campus (Garland) location, was established in February 2004. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – North Houston Campus to Remington College.

REMINGTON COLLEGE’S HOUSTON SOUTH CAMPUS (WEBSTER)
Remington College’s Houston South Campus (Webster), a branch campus of Remington College’s Dallas Campus (Garland) location, was established in February 2008. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Houston Southeast Campus to Remington College.

REMINGTON COLLEGE’S LAFAYETTE CAMPUS
Remington College’s Lafayette Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, was founded in 1940 as Spencer Business College. Remington University, Inc. purchased the college in January 1994. Remington College – BCL, Inc. purchased the college in July 1998. In May 2003 the name of the Campus was changed from Education America – Remington Colleges – Lafayette Campus to Remington College – Lafayette Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE’S LITTLE ROCK CAMPUS
Remington College’s Little Rock Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, began operations in July 1998. In May 2003 the name of the Campus was changed from Education America – Southeast College of Technology – Little Rock Campus to Remington College – Little Rock Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE’S MEMPHIS CAMPUS
Remington College’s Memphis Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, opened in July of 1987 as Education America – Southeast College of Technology. In May 2003 the name of the Campus was changed from Education America – Southeast College of Technology – Memphis Campus to Remington College – Memphis Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.
REMINGTON COLLEGE’S MOBILE CAMPUS
Remington College’s Mobile Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, opened in July of 1986 as Education America – Southeast College of Technology (“SCT”). In May 2003 the Campus name was changed to Remington College – Mobile Campus. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed to Remington College.

REMINGTON COLLEGE’S NASHVILLE CAMPUS
Remington College’s Nashville Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, began operations in November 2003. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Nashville Campus to Remington College.

REMINGTON COLLEGE’S SHREVEPORT CAMPUS
Remington College’s Shreveport Campus, a branch campus of Remington College’s Dallas Campus (Garland) location, was established in July 2007. Remington College acquired the Campus in January of 2011. In 2013 the name of the Campus was changed from Remington College – Shreveport Campus to Remington College.
## 2017 CALENDAR

### DIPLOMA PROGRAMS OTHER THAN THE COSMETOLOGY PROGRAM

<table>
<thead>
<tr>
<th></th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>January 23, 2017</td>
<td>February 16, 2017</td>
</tr>
<tr>
<td>February</td>
<td>February 20, 2017</td>
<td>March 16, 2017</td>
</tr>
<tr>
<td>March</td>
<td>March 20, 2017</td>
<td>April 13, 2017</td>
</tr>
<tr>
<td>April</td>
<td>April 17, 2017</td>
<td>May 11, 2017</td>
</tr>
<tr>
<td>May</td>
<td>May 15, 2017</td>
<td>June 8, 2017</td>
</tr>
<tr>
<td>June</td>
<td>June 12, 2017</td>
<td>July 6, 2017</td>
</tr>
<tr>
<td>July</td>
<td>July 17, 2017</td>
<td>August 10, 2017</td>
</tr>
<tr>
<td>August</td>
<td>August 14, 2017</td>
<td>September 7, 2017</td>
</tr>
<tr>
<td>September</td>
<td>September 11, 2017</td>
<td>October 5, 2017</td>
</tr>
<tr>
<td>October</td>
<td>October 16, 2017</td>
<td>November 9, 2017</td>
</tr>
<tr>
<td>November</td>
<td>November 13, 2017</td>
<td>December 7, 2017</td>
</tr>
<tr>
<td>December</td>
<td>December 11, 2017</td>
<td>January 11, 2018</td>
</tr>
</tbody>
</table>

### COSMETOLOGY PROGRAM

<table>
<thead>
<tr>
<th></th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>January 23, 2017</td>
<td>February 19, 2017</td>
</tr>
<tr>
<td>February</td>
<td>February 20, 2017</td>
<td>March 19, 2017</td>
</tr>
<tr>
<td>March</td>
<td>March 20, 2017</td>
<td>April 16, 2017</td>
</tr>
<tr>
<td>April</td>
<td>April 17, 2017</td>
<td>May 14, 2017</td>
</tr>
<tr>
<td>May</td>
<td>May 15, 2017</td>
<td>June 11, 2017</td>
</tr>
<tr>
<td>June</td>
<td>June 12, 2017</td>
<td>July 9, 2017</td>
</tr>
<tr>
<td>July</td>
<td>July 17, 2017</td>
<td>August 13, 2017</td>
</tr>
<tr>
<td>August</td>
<td>August 14, 2017</td>
<td>September 10, 2017</td>
</tr>
<tr>
<td>September</td>
<td>September 11, 2017</td>
<td>October 8, 2017</td>
</tr>
<tr>
<td>October</td>
<td>October 16, 2017</td>
<td>November 12, 2017</td>
</tr>
<tr>
<td>November</td>
<td>November 13, 2017</td>
<td>December 10, 2017</td>
</tr>
<tr>
<td>December</td>
<td>December 11, 2017</td>
<td>January 14, 2018</td>
</tr>
</tbody>
</table>

### BREAKS

<table>
<thead>
<tr>
<th></th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>January 16, 2017</td>
<td>January 22, 2017</td>
</tr>
<tr>
<td>Summer Break</td>
<td>July 10, 2017</td>
<td>July 16, 2017</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 9, 2017</td>
<td>October 15, 2017</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 25, 2017</td>
<td>January 1, 2018</td>
</tr>
</tbody>
</table>

### HOLIDAYS

- Dr. Martin Luther King Day: January 16, 2017
- Memorial Day: May 29, 2017
- Independence Day: July 4, 2017
- Labor Day: September 4, 2017
- Thanksgiving: November 23, 2017
- Friday After Thanksgiving: November 24, 2017
- Christmas Day Holiday: December 25, 2017
- New Year’s Day Holiday: January 1, 2018

The Campus offers open registration/enrollment. Some quarters may require make-up days for holidays or breaks.